



AGENDA
WATAUGA CITY COUNCIL
REGULAR MEETING
MONDAY, MARCH 13, 2023
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 PM

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **Regular City Council Meeting** of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

CALL TO ORDER (Council Members, City Staff, Members of the Public - when speaking during the meeting please speak directly into the microphones on the dais or podium)

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE United States and Texas Flags

ANNOUNCEMENTS

PRESENTATIONS

1. Presentation of Service Awards for the City of Watauga Employees celebrating a Milestone Anniversary during the month of March

PUBLIC COMMENT If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the City Council and Staff may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the City Manager to respond to the citizen and report back to the City Council as soon as practicable. Such report to the City Council shall not constitute a meeting called by the City

Council nor shall it constitute deliberation or formal action. Individual citizens addressing the City Council during Public Comment shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the Council and no formal Council action will be taken.

PUBLIC TESTIMONY FOR ACTION ITEMS Only those persons who submit a completed Request to Speak form prior to the agenda item being introduced by the Chair will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the City Council may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Council member and the citizen will not count toward the time limit and Council Members are encouraged not to speak until the citizen has first utilized their allocated time.

REPORTS

CONSENT AGENDA All of the items on the consent agenda are considered to be self-explanatory by the Council and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items.

1. Approval of proposed changes to the Watauga Public Library's Meeting Room Policy.
Lana Ewell, Director of Library Services
2. Consideration and approval of the Monthly Financial Report for the period ending January 31, 2023
Sandra Gibson, Director of Finance
3. Consideration and approval of a purchase of replacement Panasonic mobile devices and accessories for Police Patrol vehicles from SHI Government.
Bradley Fraley, Chief Information Officer
4. Consideration and approval of Saturday, April 29, 2023, and Saturday, September 23, 2023, for the city-wide semi-annual garage sales and waiving the application requirement and permit fee.
Joshua Jones, City Manager
5. Consider approval of the joint contract with Tarrant County Elections for the May 6, 2023 general election.
Linda Proskey, City Secretary

PUBLIC HEARINGS / ACTION

1. **SUP.23-01:** Public hearing to receive comments for or against a request for a specific use permit for the property established at 6600 Denton Highway Suite #200, Lot B2R, Block 4, of the Greenfield Village Addition, located north of Greenfield Drive east of Denton Highway and west of Chapman Road; and consider action on the final report recommending to Council to allow for a massage establishment in a General Business (GB) zoning district. Owner, Nikki Cee LLC. Applicant/agent, Josephine Bacon.
Randy Richards, CFM, Assistant Director of Public Works
2. **SUP.23-02:** Public hearing to receive comments for or against a request for a specific use permit, for property known as 6029 Plum St., Lot 2R, Block 9, of the Original Town of Watauga Addition, located north of Lamar Street south of Main Street and east of Denton Highway; and consider action on the final report recommending to Council to allow for a private school establishment in a General Business (GB) zoning district. Owner/applicant, ChristaCarol Jones.
Randy Richards, CFM, Assistant Director of Public Works

ACTION ITEMS

1. Discuss and consider action to approve a resolution to accept the Annual Audit and Single Audit for the period October 1 - September 30, 2022
Sandra Gibson, Director of Finance
2. Consider action to award Landscape Maintenance RFP # 23-003 to MG Lawn & Landscape and Smith Lawn & Tree.
Timothy Hamilton, Parks and Recreation Director
Paul Hackleman, Director of Public Works
3. Discuss and consider action to approve the Community Development Block Grant (CDGB) 48th Year Emerson Drive Water System Improvements - Construction Bid Acceptance
Paul Hackleman, Director of Public Works

EXECUTIVE SESSION The City Council will recess its open meeting and reconvene in executive session to discuss the following items pursuant to the below referenced section(s) of the Texas Government Code:

RECONVENE The City Council will return to open session in the City Council Chamber for possible discussion and action as a result of the Executive Session.

ITEMS OF EXECUTIVE SESSION DELIBERATION

ITEMS FOR FUTURE AGENDAS

ADJOURNMENT

Meeting Notices and Reservation of Rights

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the [City Council/Board/Commission/Committee] to address a subject matter on the agenda. Action, if any, will be taken in open session.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city council, boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the city council, boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that city council, body, board, commission or committee subject to the Texas Open Meetings Act.

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 514-3625.

I, Linda Proskey, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on March 10, 2023, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Linda Proskey, City Secretary





AGENDA MEMORANDUM

DATE: February 27, 2023
TO: Honorable City Council Members
FROM:
THROUGH:
SUBJECT: Presentation of Service Awards for the City of Watauga Employees celebrating a Milestone Anniversary during the month of March

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Employee Service Awards - March 2023

REVIEWED BY:

Juliet Rodriguez, Human Resources and Civil Service
Director

Joshua Jones, City Manager

Linda Proskey, City Secretary

Approved - 2/28/2023

Approved - 2/28/2023

Final Approval -
2/28/2023

Approved as to form for inclusion on Agenda



Employee Service Awards

March 2023

Jennifer Walls

Financial Services Technician II

5 Years of Service

*Thank
You*

James Dykes

Police Officer

10 Years of Service

*Thank
You*

Randy Richards

Assistant Public Works Director

30 Years of Service

*Thank
You*



AGENDA MEMORANDUM

DATE: February 16, 2023

TO: Honorable City Council Members

FROM: Lana Ewell, Director of Library Services

THROUGH: Linda Proskey, City Secretary
Joshua Jones, City Manager

SUBJECT: Approval of proposed changes to the Watauga Public Library's Meeting Room Policy.

BACKGROUND/INFORMATION:

It is time to update this policy. The proposed changes clarify language, remove specific statements that could date the document, and address issues that have developed in the past ten years. The current version has a reservation application form (page 3) that should be separated from the policy. The new version is included in the attached documents, and will be available separately for individuals who need it.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

Approval of the proposed revised "Meeting Room Policy" for the Watauga Public Library.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Current Meeting Room Policy
2. Email from David Berman to Lana Ewell Jan 19 2023
3. Draft of Proposed Revised Meeting Room Policy
4. Proposed separate Library Meeting Room Reservation Application
5. Minutes of Watauga Library Board Meeting January 10, 2023

REVIEWED BY:

Lana Ewell, Director of Library Services
David Berman, City Attorney
Joshua Jones, City Manager
Linda Proskey, City Secretary

Approved - 2/28/2023
Approved - 2/28/2023
Approved - 2/28/2023
Final Approval - 2/28/2023

Approved as to form for inclusion on Agenda



Meeting Room Policy

The Meeting Room was created to provide a facility for educational and cultural activities that are part of the Library's program. It is also to be used by the City for conferences, meetings, activities, and programs related to its service.

Reservations

When the Meeting Room is not scheduled for Library or City related activities, it may be made available to Watauga community groups or organizations that are under non-profit and non-sectarian sponsorship, as well as community groups and organizations in surrounding cities. It is not intended for regular meetings of community organizations. It may be reserved a maximum of two (2) times per year.

For non-City related meetings, the Meeting Room shall only be available during Library hours.

The Library Director must approve all meeting room requests. The Library Director may delegate authority to approve use in accordance with this Policy statement. Exceptions to this Policy may only be made by the Library Director or City Manager. Requests for exceptions to established policy must be submitted in writing at least thirty (30) days prior to the requested usage.

Reservations shall be accepted only from persons over eighteen (18) years of age. Reservations must be made in writing on application forms available at the Reference Desk. Reservations should be made at least two weeks in advance. Notice of cancellation should be given to the Library Director as far in advance as possible.

The Meeting Room w/Kitchenette rents for \$30/hr. plus a \$50 deposit fee. This must be paid one week prior to the scheduled meeting. The deposit will be refunded within five (5) working days after determination that no damage to room or contents has occurred with use of the facility and that the room has been left suitable for use.

Regulations and Restrictions

- Groups using the Meeting Room shall be responsible for maintaining order and seeing that it is neat and clean at the conclusion of the program. The Library will not provide staffing or material to aid in the set-up or clean-up of the room.
- Provision for adequate protection of program materials, exhibits, and other paraphernalia shall be made by the group sponsoring the program.
- No physical changes to the room are allowed except for rearrangement of chairs and tables. Items on display or exhibit may not be disturbed. Materials of any kind shall not be attached to the walls. No additional furniture or equipment other than that provided by the Library shall be utilized without prior approval.

- Smoking and alcoholic beverages are not permitted.
- The Meeting Room may not be used for profit or commercial purposes. Advertising or promotion of products or services and the sale of any item(s) will not be permitted. No admission may be charged, donations solicited, or money collected for any reason at any meeting except in the case of a City-sponsored activity and/or wherein the City or its auxiliary organizations will be the recipient of the proceeds. "Guidelines for Programs Presented by Third Parties" is included as an Addendum to the REGULATIONS AND RESTRICTIONS section of this Policy. A copy of these Guidelines will be distributed to applicable Meeting Room use applicants. In signing the Meeting Room Policy/Application form, the applicant/presenter is agreeing to abide by the requirements outlined in the separate Guidelines Addendum.
- No political programs for the election or defeat of a particular candidate or issue are allowed.
- Programs are open to the public.
- The City reserves the right to have a member of its staff in attendance at any meeting held within City facilities.
- Organizations, groups, or individuals who fail to comply with policies, who damage equipment, or furnishings, or who cause disturbances shall be ineligible for use of the facility in the future.
- Children's and young people's groups must be adequately supervised by adults.
- The Library is proud of this room and it is happy to make it available to community groups for program purposes. With proper planning time, the Library can help by providing materials related to the program. Also, it encourages the proper publicity of these special events and can work with the group toward this end.

These policies are subject to change by Library Board approval at any Board meeting.

Adopted by Library Board 12/2/1993
 Revised by Library Board 03/21/1996
 Revised by Library Board 11/21/1996
 Revised by Library Board 11/12/1998
 Revised by Library Board 03/14/2002
 Revised by Library Board 09/29/2011
 Approved by City Council 10/24/2011

NAME OF ORGANIZATION_____

PURPOSE OF MEETING_____

DATE NEEDED_____TIME_____

APPROXIMATE NUMBER ATTENDING_____

(The meeting room has a seating capacity of 62. Fire regulations do not permit this maximum to be exceeded)

REPRESENTATIVE OF ORGANIZATION:

NAME_____DL#_____

HOME ADDRESS_____CITY_____ZIP_____

HOME#_____BUSINESS#_____CELL#_____EMAIL_____

Give the following information of another responsible adult who will be present during the entire reservation time:

NAME_____TELEPHONE#_____

HOME ADDRESS_____CITY_____ZIP_____

EQUIPMENT REQUESTED _____

(If instruction in the use of equipment is needed, demonstration by staff must be done at least 30 minutes before meeting)

I have read and understand the Watauga Public Library Meeting Room policies.

APPLICANT SIGNATURE_____DATE_____

APPROVED BY_____DEPOSIT PAID_____

CANCELLATION DATE_____FEE PAID _____

Lana Ewell

From: David Berman <Dberman@njdhs.com>
Sent: Thursday, January 19, 2023 3:20 PM
To: Lana Ewell
Cc: Joshua Jones; Linda Proskey; City Secretary's Office
Subject: RE: Request for review of proposed changes to library Meeting Room Policy
Attachments: Watauga Library Meeting Room Policy (rev 1.19.23).docx

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Lana, the formatting is way off but that's easy to correct once the red-lined changes are incorporated. I made a number of revisions red-lined in the attachment. Most are self-explanatory. Let me know if you have comments or questions.

David M. Berman
NICHOLS | JACKSON
Direct: 214-665-3369
Cell: 214-636-8186
Email: dberman@njdhs.com

This email message is covered by the Electronic Communications Privacy Act, 18 U.S.C. sections 2510-2521 and is legally privileged. Further, this email message and any documents accompanying it may contain **privileged and confidential attorney-client communications and/or attorney work product**. It is transmitted for the exclusive information and use of the intended recipient(s). If you have received this email transmission and/or any accompanying document(s) in error please notify the sender immediately by email or telephone at (214) 965-9900 and delete the transmission and any accompanying document(s) from your system. If you are not the intended recipient of this email and/or any accompanying document(s) you are hereby notified that any dissemination, distribution or copy of this communication and/or documents(s) attached hereto is strictly prohibited.

From: Lana Ewell <LEwell@wataugatx.org>
Sent: Tuesday, January 17, 2023 11:33 AM
To: David Berman <Dberman@njdhs.com>
Cc: Joshua Jones <JoshJones@cowtx.org>; Linda Proskey <LProskey@wataugatx.org>; City Secretary's Office <CSO@wataugatx.org>
Subject: Request for review of proposed changes to library Meeting Room Policy

Good Day Mr. Berman,

I am requesting a review of the attached draft updating the library "Meeting Room Policy."

It was approved by the Library Advisory Board during the January 10, 2023, meeting.

Thank you for your assistance.

Sincerely,



Lana Ewell, MLS, MOT
Library Director

Watauga Public Library
7109 Whitley Road
Watauga, TX 76148

☎ 817-514-5860

www.cowtx.org/898/Library



Draft of Proposed Revised “Meeting Room Policy”



Meeting Room Policy

The Meeting Room was created to provide a facility for educational and cultural activities that are part of the library's ~~program~~ **mission**. ~~It is also to be used by~~ The City **also used the meeting room** for conferences, meetings, activities, and programs ~~related to its service~~.

Reservations

When the Meeting Room is not scheduled for Library or City related activities, it may be made available to Watauga **and surrounding area city** community groups or organizations that are under non-profit and non-sectarian sponsorship ~~as well as community groups and organizations in surrounding cities~~. It is not intended for regular meetings of community or political organizations. ~~It~~ **The Meeting room** may be reserved a maximum of two (2) times per **year by any community group**.

For non-City related meetings, the Meeting Room shall only be available during Library hours.

The Library Director must approve all meeting room requests. The Library Director may delegate authority to approve use in accordance with this Policy statement. Exceptions to this Policy may only be made by the Library Director or City Manager. Requests for exceptions to established policy must be submitted in writing at least thirty (30) days prior to the requested usage.

Reservations shall be accepted only from persons over eighteen (18) years of age. Reservations must be made in writing on application forms available at the Reference Desk. Reservations should be made at least two weeks in advance. Notice of cancellation should be given to the Library Director as far in advance as possible.

Please confer with the staff regarding the cost and deposit fee to use the Meeting Room ~~w/kitchenette rents for \$30/hr. plus a \$50 deposit fee~~. This must be paid one week prior to the scheduled meeting. The deposit will be refunded ~~within five (5) working days~~ after determination that no damage to room or contents has occurred with use of the facility and that the room has been left suitable for use.

The Library Director or designee and the City Manager reserve the right to cancel any scheduled event, regardless of a previously approved reservation, for cause, which will be solely in the discretion of the Library Director, designee or City Manager. In the event of the cancellation of a scheduled event, all deposits will be refunded but the Library and the City will not be liable and are released from any claim, loss or damage resulting from the cancellation.

Regulations and Restrictions

- Groups using the Meeting Room shall be responsible for maintaining order and seeing that it is neat and clean at the conclusion of the program. The library will not provide staffing or material to aid in the set-up or clean-up of the room.
- Provision for adequate protection of program materials, exhibits, and other paraphernalia **stationed in the meeting room**, shall be made by the group sponsoring the program.
- No physical changes to the room are allowed except for rearrangement of chairs and tables. Items on display or exhibit may not be disturbed. Materials of any kind shall not be attached to the walls. No additional furniture or equipment other than that provided by the library shall be utilized without prior approval.
- Smoking, and alcoholic beverages, **open flames, burning incense, and lit candles** are not permitted.
- **Noise levels from the meeting room must not disturb library patrons or staff.**
- The meeting Room may not be used for profit or commercial purposes. Advertising or promotion of products or services and the sale of any item(s) will not be permitted. No admission may be charged, donations solicited, or money collected for any reason at any meeting except in the case of a City-sponsored activity and/or wherein the City or its auxiliary organizations will be the recipient of the proceeds. ~~“Guidelines for Programs Presented by Third Parties” is included as an Addendum to the REGULATIONS AND RESTRICTIONS section of this Policy. A copy of these Guidelines will be distributed to applicable Meeting Room use applicants. In signing the Meeting Room Policy/Application form, the applicant/presenter is agreeing to abide by the requirements outlined in this Meeting Room Policy, any amendments to this policy, and any other addenda that may be adopted by the City relating to the use of the Meeting Room, including but not limited to handgun and firearms policies – therein. In the separate Guidelines Addendum.~~
- No political programs for the election of a candidate or the advocacy of a political measure ~~or defeat of a particular candidate or issue~~ are allowed. The Meeting Room may not be used as a public forum for political purposes.

Draft of Proposed Revised “Meeting Room Policy”

- The Meeting room may not be used to provide any kind of direct healthcare services, including examinations, hands-on demonstrations, or treatments (however, the sharing of information about healthcare services is permitted).
- All programs must be ~~are~~ open to the public and library staff without charge. No fees, dues, or donations for any program or exhibit may be charged or collected.
- If a group distributes publicity concerning a program, sponsorship must be clear, and a telephone number of the sponsoring group included in the publicity. Groups must not imply library or city sponsorship of their program or organization in the publicity. The library will not promote programs which are not library sponsored. Groups should inform the library if their program is being advertised through media outlets as the library may receive calls regarding the program.
- The meeting room may not be used for social gatherings such as showers, birthday parties, dances, etc.
- Organizations, groups, or individuals who fail to comply with policies, who damage equipment, or furnishings, or who cause disturbances shall be ineligible for use of the facility in the future. ~~They will also lose their deposit and will be required to pay for all cost of repairs or replacements in excess of the deposit.~~ The person or organization using the Meeting Room is responsible for the conduct of their guests and participants.
- ~~Children’s and young people’s groups~~ ~~Children and young people (under the age of 18)~~ must be adequately supervised by adults ~~from the group~~.
- The meeting room must be completely vacated prior to the library’s closing time.
- The Meeting Room is licensed (not rented) to persons and organizations that are eligible to use the facility and approved by the Library Director. All users and guests use the Meeting Room for their own purposes and are licensees. The Meeting Room, the Library, and all facilities associated with the Library are accepted by the user on an “as is” basis. The Library makes no representation and gives no assurance that the Meeting Room and/or the Library facilities are appropriate for its intended use. The Library and the City disclaim any responsibility or liability for loss, damage or injury to any person or property, regardless of the cause, and the person or organization using the Meeting Room

Draft of Proposed Revised “Meeting Room Policy”

agrees to indemnify and hold harmless the Library, the City, and all associated Library and City personnel.

- Should the Library Director, in her sole discretion, determine that police presence may be needed for an event, the person or organization using the Meeting Room will be responsible for remitting payment for all officers’ time at overtime rates.
- ~~The library is proud of this room, and it is happy to make it available to community groups for program purposes. With proper planning time, the library can help by providing materials related to the program. Also, it encourages the proper publicity of these special events and can work with the group toward this end.~~

~~These policies are subject to change by Library Board approval at any Board meeting.~~

Adopted by Library Board 12/02/1993

Revised by Library Board 03/21/1996

Revised by Library Board 11/21/1996

Revised by Library Board 11/12/1998

Revised by Library Board 03/14/2002

Revised by Library Board 09/29/2011

Approved by City Council 10/24/2011

Revised by Library Board 01/10/2023

_____ by City Council __/__/____



Library Meeting Room Reservation Application

NAME OF ORGANIZATION _____

PURPOSE OF MEETING _____

DATE NEEDED _____ TIME _____

APPROXIMATE NUMBER ATTENDING _____

(The meeting room has a seating capacity of 62. Fire regulations do not permit this maximum to be exceeded)

REPRESENTATIVE OF THE ORGANIZATION:

NAME _____ DL# _____

HOME ADDRESS _____ CITY _____ ZIP _____

HOME# _____ BUSINESS# _____ CELL# _____ EMAIL _____

Give the following information of another responsible adult who will be present during the entire reservation time:

NAME _____ TELEPHONE# _____

HOME ADDRESS _____ CITY _____ ZIP _____

EQUIPMENT REQUESTED _____

- The Meeting Room rents for \$30/hour plus a \$50 deposit fee
- I have read and understand the Watauga Public Library Meeting Room policies.

APPLICANT SIGNATURE _____ DATE _____

APPROVED BY _____ CANCELLATION DATE _____

DEPOSIT PAID/RECEIPT # _____ FEE PAID _____

DEPOSIT REFUND APPROVED BY _____

**MINUTES
WATAUGA LIBRARY BOARD
REGULAR MEETING
TUESDAY, January 10, 2023
WATAUGA CITY HALL**

MEMBERS PRESENT:

Kip Woodruff
Lindsey Neal
Kristen Chapman
Pedro Rivera

Chairperson/Place 7
Vice-Chairperson /Place 1
Secretary/Place 6
Member/Place 2

and

Art Miner
Andrew Neal
Lana Ewell

Mayor
Alternate Council Liaison
Library Director

MEMBERS ABSENT:

Anne Rodriguez (without notice)
Henrietta Egenti (with notice)
Whitney Isbell (with notice)

Member/Place 3
Member /Place 4
Member/Place 5

CALL TO ORDER

Chairperson Woodruff called the meeting to order at 6:01 pm.

Chairperson Woodruff called roll.

PUBLIC TESTIMONY

No public testimony or comments were provided.

REPORTS

1. Library Director's Report

Director Ewell reported on four monthly reports. Across the board all metrics are rising. The study rooms in particular are being used heavily and have been completely full a few times. Volunteer hours are not rising as high, however that is being seen in other local libraries and could be a lingering effect of Covid. Many positive comments have been received regarding the programs that are being offered and the citizens appear to be enjoying them.

UNFINISHED BUSINESS

No unfinished business was discussed.

CONSENT AGENDA

1. Discuss and consider action on the September 13, 2022 Library Board Meeting Minutes

Vice Chairperson Neal made a motion to approve the minutes.

Member Rivera seconded the motion

Yes - Woodruff, Neal, Chapman, Rivera

No - 0

Abstain - 0

Absent - Egenti, Rodriquez, Isbell

Motion carried.

ACTION ITEMS

1. Discussion and action on Meeting Room Policy

The revisions desired to the Meeting Room Policy are to simplify language to allow the staff to make city approved changes to the payment amounts without having to have it approved by the advisory board as well. The language is to be changed to make it clear what groups are allowed to use the meeting rooms to prevent potential problems. Additionally, Director Ewell requested that the form to use the meeting rooms and the policy for the meeting rooms be separated.

Vice Chairperson Neal requested more clarification on the language of the changes and the fees to use the meeting rooms. Director Ewell explained the revision

process and clarified what groups are allowed to use the room and which groups would need to go through the Parks and Rec department.

Chairperson Woodruff requested a language change that states advertising "is not permitted" as opposed to "will not be permitted".

Member Rivera requested a specific age be listed on who needs to be supervised.

Vice Chairperson Neal made a motion that the Meeting Room Policy be passed with the designated changes.

Secretary Chapman seconded.

Yes - Woodruff, Neal, Chapman, Rivera

No - 0

Abstain - 0

Absent - Egenti, Rodriquez, Isbell

Motion carried.

ITEMS FOR FUTURE AGENDAS

ADJOURNMENT

With no further business to discuss, Chairperson Woodruff adjourned the meeting at 6:26 pm



AGENDA MEMORANDUM

DATE: February 28, 2023
TO: Honorable City Council Members
FROM: Sandra Gibson, Director of Finance
THROUGH: Joshua Jones, City Manager
SUBJECT: Consideration and approval of the Monthly Financial Report for the period ending January 31, 2023

BACKGROUND/INFORMATION:

The Monthly Financial Report for the period of January 31, 2023 is provided for the Council's review and approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Staff recommends approval of the Monthly Financial Report for the period ending January 31, 2023

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Council Report - January 2023 to Council March 13, 2023

REVIEWED BY:

Sandra Gibson, Director of Finance
Joshua Jones, City Manager
Linda Proskey, City Secretary

Approved - 3/3/2023
Approved - 3/6/2023
Final Approval - 3/7/2023

Approved as to form for inclusion on Agenda



Monthly Financial Report Fiscal 2022-2023

For the period ending January 31, 2023

Sales Tax

Sales tax receipts from the State Comptroller received in the month of February 2023 (reflecting December 2022 sales receipts) increased in total to 7.6% compared to the same time last year. This amount includes prior period adjustments, future period adjustments and audit collections.

Sales Tax Receipts	Dec-22	Dec-21	% change
City 1%	\$ 432,122	\$ 401,743	7.6%
City 1/4% effective 10/1/2021*	\$ 108,031	\$ 100,436	7.6%
Street Maint 1/4%**	\$ -	\$ -	0.0%
CCD 1/2%	\$ 214,909	\$ 199,604	7.7%
EDC 1/4%	\$ 108,031	\$ 100,436	7.6%
Totals	\$ 863,092	\$ 802,218	7.6%

*approved by voters May, 2021 for effective date of 10/1/2021

**abolished January, 2021

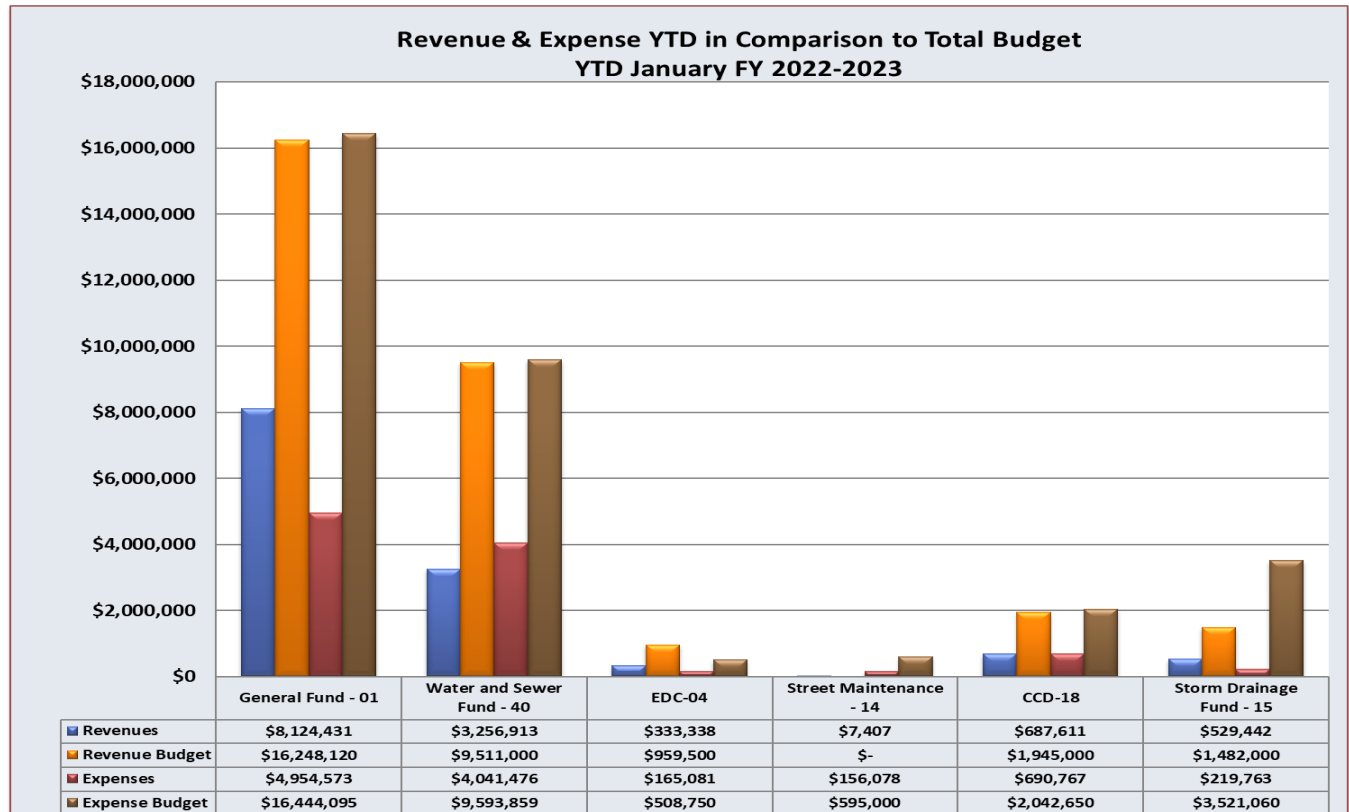
A comparison of December 2022 sales tax receipts for Watauga's and surrounding cities are shown below: These figures do not include Special District sales tax receipts.

SALES TAX RECEIPTS COMPARISONS December 2021 vs. December 2022 RECEIVED FROM COMPTROLLER - FEBRUARY FISCAL YEAR 2022-2023						
Sales Tax Receipts for the Month:						
City	December 2022 Sales		December 2021 Sales		\$ Change	% Change
Grapevine	\$	6,259,535.57	\$	5,529,700.46	\$ 729,835.11	13.20%
Bedford	\$	1,688,226.62	\$	1,510,023.88	\$ 178,202.74	11.80%
Fort Worth	\$	23,806,189.94	\$	21,386,153.97	\$ 2,420,035.97	11.32%
N. Richland Hills	\$	2,205,544.38	\$	1,987,322.30	\$ 218,222.08	10.98%
Haltom City	\$	1,775,634.22	\$	1,600,608.15	\$ 175,026.07	10.93%
Saginaw	\$	781,033.68	\$	715,697.62	\$ 65,336.06	9.13%
Richland Hills	\$	546,405.89	\$	507,480.22	\$ 38,925.67	7.67%
Watauga	\$	648,183.24	\$	602,614.21	\$ 45,569.03	7.56%
Colleyville	\$	858,430.20	\$	805,222.97	\$ 53,207.23	6.61%
Hurst	\$	2,237,449.86	\$	2,148,834.09	\$ 88,615.77	4.12%
Keller	\$	1,611,351.49	\$	1,550,484.80	\$ 60,866.69	3.93%
Southlake	\$	4,730,753.15	\$	4,634,966.43	\$ 95,786.72	2.07%
Euless	\$	2,499,358.00	\$	3,446,058.03	\$ (946,700.03)	-27.47%
Roanoke	\$	1,551,669.09	\$	2,584,935.11	\$ (1,033,266.02)	-39.97%
Source: State Comptroller						
City Collections only - not Special Purpose Districts or Transit						

The City will receive the distribution for January 2023 sales tax receipts on March 10, 2023. Sales tax revenues have been estimated for the January reporting period.

Financial Highlights

The City is 33.33% through the fiscal year 2022-2023. Revenue and expenses are reflected in the chart below and details of each fund's revenues and expenditures are attached. For example, the Police Department budget and expenditures are combined for two funds in which expenditures are reported (General Fund and Crime Control). The Consolidated Departmental Budget Report does not include capital outlay or debt service expenditures.



General Fund

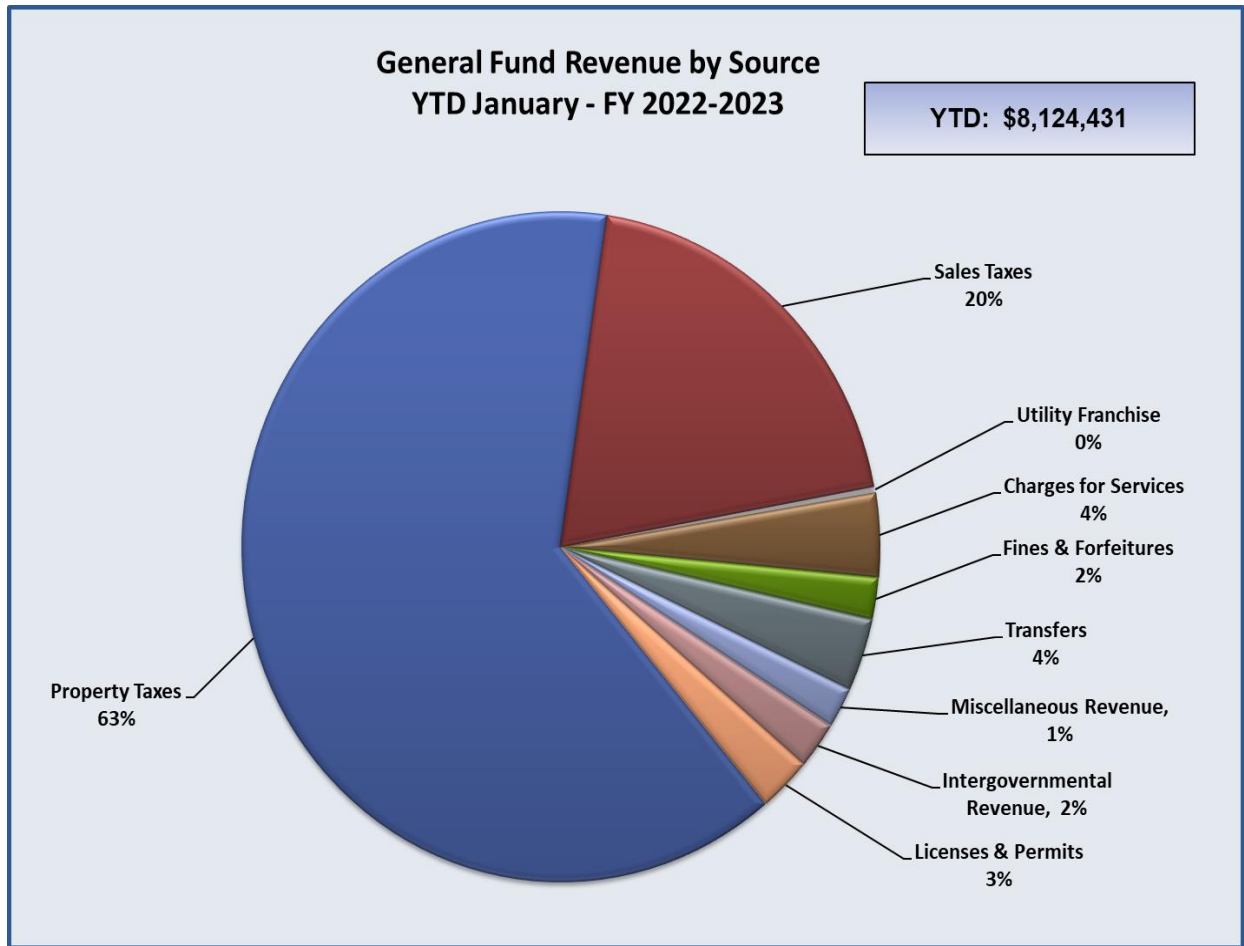
Revenues – Year-to-date revenues represent 50% of budget collected, or \$8,124,431.

Property Tax – As of January 31, 2023, the City has received 79.2% of budgeted property taxes and receipts are in line with expectations at this time with exception to prior period taxes which remain lower. The majority of property tax revenues are received in December and January.

Utility Franchise Revenue - The majority of franchise receipts are received on a quarterly basis. The City has received \$22,163, or 2.5% in budgeted franchise fee revenues through January 2023. The City is anticipating receiving \$877,500 in franchise fee revenues in fiscal year 2022-2023. Increase in franchise fees can be attributed to the Frontier franchise fee changes made in the last quarter of Fiscal Year 2022. First quarter receipts are usually received in February.

Licenses and Permits - License and permit fees are at 36% of budget collected with revenue received at \$217,117.

Charges for Services - Charges for Services revenues are at 31.5% of budget collected. Charges for services include recreation fees, ambulance services, garbage collection fees and animal adoption fees.



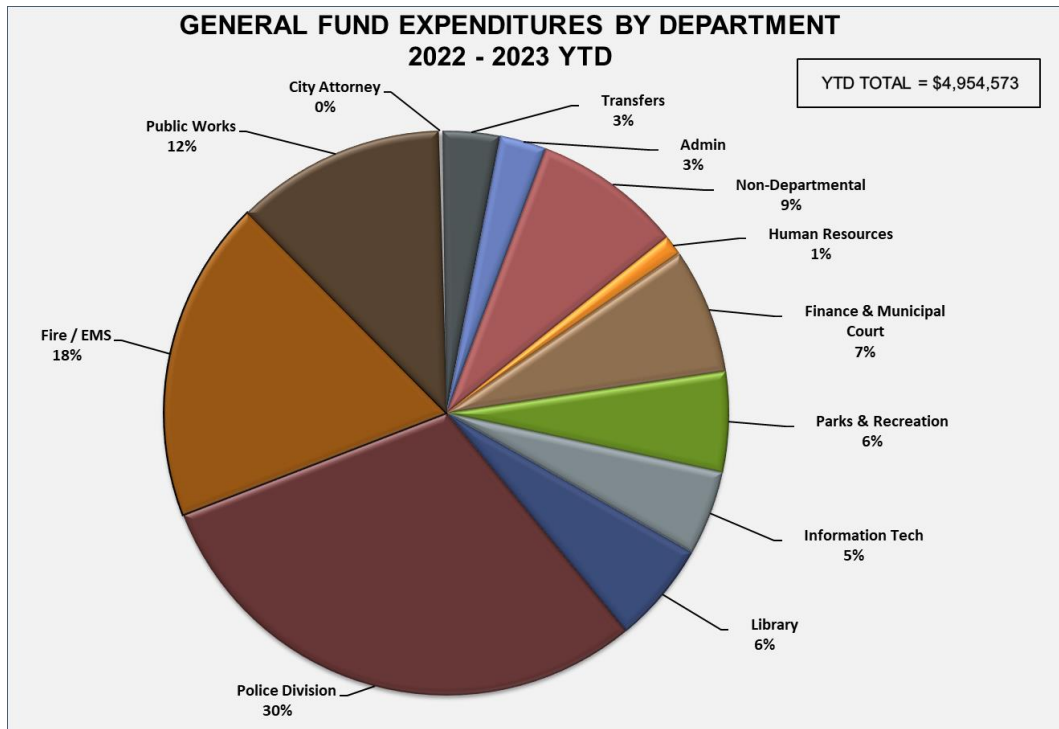
Fines and Forfeitures - Fines and Forfeitures are at 26% of budget which is \$36,999, or 18.4% lower than last year's collections. Citations issued are trending lower this fiscal year.

Number of Citations Filed		
	FY 21-22	FY 22-23
October	543	379
November	334	303
December	176	157
January	340	352
Total (YTD)	1,393	1,191
AVERAGE	348	298

Miscellaneous Revenue - Miscellaneous revenues include interest earnings, rental of recreational facilities, bingo, and other revenue. These receipts total \$158,223, which is 41.9% of budgeted revenues. Interest income is expected to remain elevated due to the increase in interest yield for the City's investment and money market accounts.

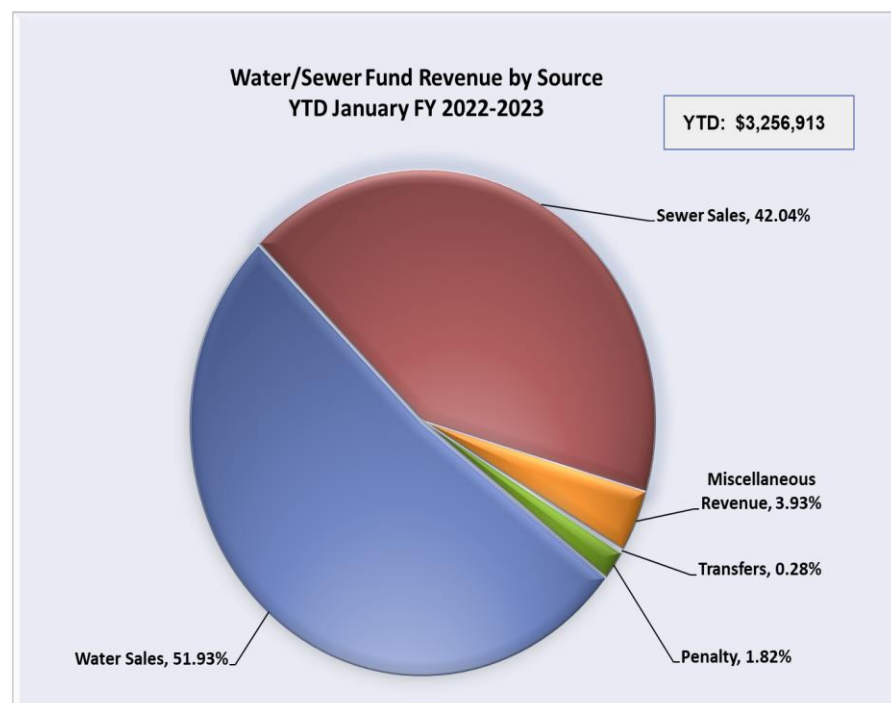
Intergovernmental Revenue and Transfers - Intergovernmental Revenue include transfers from other funds for services the general fund provides and payments in lieu of taxes from the enterprise funds. Currently these revenues are on target with Intergovernmental at 36.9% of budget and Transfers at 35.1% of budget.

Expenses – General fund expenses are at 30.1% of budget expended and total \$4,954,573 for the year. Expenditures are 9.6% higher in comparison to the prior year. This is attributable to an increase in transfers to capital projects and increased operating costs.



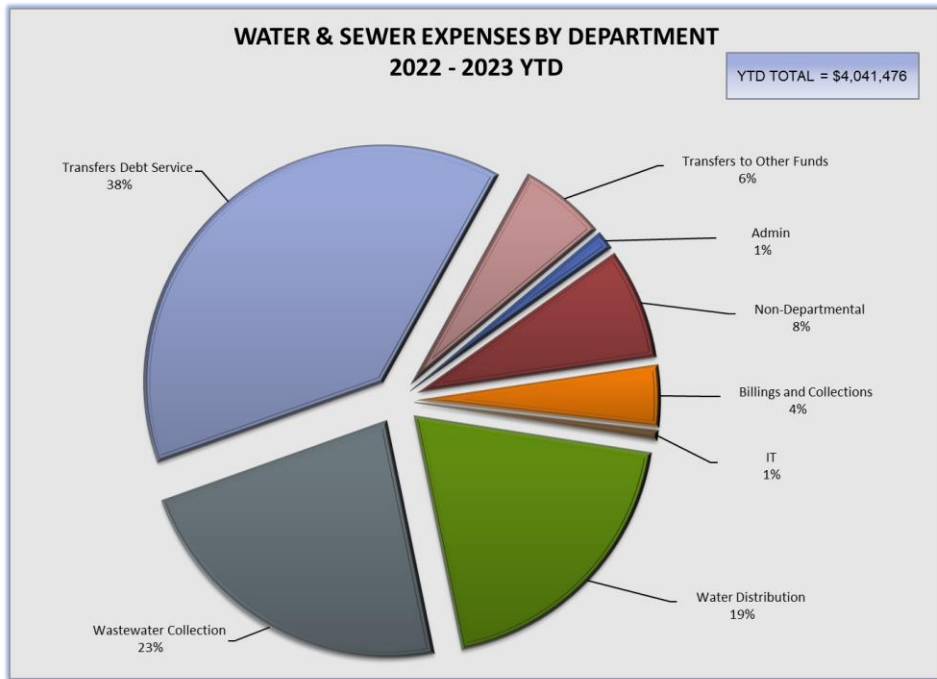
Water and Sewer Fund

Water and sewer revenues are currently at 34.2% of budgeted revenues through January 2023. Water sales are 34.5% of budgeted revenues and wastewater revenues are at 33.1% of budget. Water consumption varies due to seasonal fluctuations. Water and wastewater revenues are \$43,951 lower than prior year through January 2023.



Miscellaneous Sales and Penalties- Miscellaneous sales include penalty revenue, EPA revenue, service charges, returned check fees, and damaged/tampering fees. This category of revenue is at 34.1% of budget collected.

Expenses – Year-to-date expenses in the Water/Sewer fund are at 42.1% of budget. Transfers to debt service are at 74.2% of budget due to payments scheduled for February 1, 2023, which make up a significant portion of expenses.



Storm Drain Fund – Revenues represent 35.7% of budget collected. Expenses are at 6.2% of budget in this fund through January 2023. Capital projects budgeted in FY2022-2023 include Whitley Road and other storm drain improvements.

Special Revenue Funds

- **Street Maintenance Fund** expenses are at 26.2% of budget. Projects are being funded using reserves.
- **Crime Control and Prevention District** revenues collected are at 35.4% of budget and expenditures are at 33.8% of budget.
- **Economic Development Corporation Fund** has collected 33.5% of sales tax revenues and expenditures are at 32.4% of budget expended through January 2023.

YEAR-END AUDIT

The Finance staff has completed the FY2021-2022 year-end audit. The process included review of financials, journal entries and preparation of various schedules and reports. The City's external auditor, Weaver, has finalized the audit. The final report, ACFR, for Fiscal Year ending September 30, 2022, will be presented to City Council on March 13, 2023.

FUND DETAILS

JANUARY 2023

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2023
For the period ending: January 31, 2023 (2nd FY Qtr.)

GENERAL FUND - 01

REVENUE:	ORIGINAL BUDGET	1/31/2023 YTD ACTUAL	% USED	% REMAINING	1/31/2022 YTD ACTUAL	\$ CHG 23 vs 22	% CHG 23 vs 22
TAXES							
AD VALOREM	6,512,220	5,158,256	79.21%	20.79%	5,125,784	32,472	0.63%
Delinquent	30,000	(7,963)	-26.54%	126.54%	20,866	(28,830)	-138.16%
Penalty & Interest	29,500	5,140	17.42%	82.58%	8,906	(3,767)	-42.29%
SALES TAX	4,820,000	1,605,596	33.31%	66.69%	1,550,813	54,784	3.53%
UTILITY FRANCHISE	877,500	22,163	2.53%	97.47%	195	21,968	11237.92%
LICENSES & PERMITS	602,300	217,117	36.05%	63.95%	231,553	(14,436)	-6.23%
INTERGOVERNMENTAL REVENUE	503,000	185,380	36.85%	63.15%	186,739	(1,359)	-0.73%
CHARGES FOR SERVICES	1,047,500	329,793	31.48%	68.52%	337,372	(7,579)	-2.25%
FINES & FORFEITURES	630,600	164,009	26.01%	73.99%	201,007	(36,999)	-18.41%
MISCELLANEOUS INCOME	377,500	158,223	41.91%	58.09%	211,311	(53,088)	-25.12%
OPERATING TRANSFERS IN	818,000	286,717	35.05%	64.95%	285,177	1,540	0.54%
TOTAL REVENUE	\$16,248,120	\$8,124,431	50.00%	50.00%	\$8,159,724	(\$35,293)	-0.43%
ADMINISTRATION	478,230	132,850	27.78%	72.22%	69,040	63,809	92.42%
HUMAN RESOURCES	222,600	57,367	25.77%	74.23%	90,216	(32,849)	-36.41%
BUILDINGS - PW	1,042,300	291,417	27.96%	72.04%	202,764	88,653	43.72%
FINANCE	584,810	232,627	39.78%	60.22%	220,802	11,825	5.36%
MUNICIPAL COURT - FIN	424,960	122,885	28.92%	71.08%	107,730	15,154	14.07%
DEVELOPMENTAL SERVICES - PW	223,510	67,760	30.32%	69.68%	51,161	16,599	32.45%
LIBRARY	1,056,400	287,803	27.24%	72.76%	247,517	40,286	16.28%
PARKS AND RECREATION	1,024,740	284,633	27.78%	72.22%	211,492	73,141	34.58%
POLICE	4,673,400	1,491,871	31.92%	68.08%	1,565,676	(73,804)	-4.71%
FIRE/EMS	3,742,380	913,483	24.41%	75.59%	796,191	117,292	14.73%
PUBLIC WORKS - STREETS	653,380	159,553	24.42%	75.58%	120,269	39,284	32.66%
FLEET MANAGEMENT - PW	324,250	73,668	22.72%	77.28%	73,254	414	0.56%
NON-DEPARTMENTAL	782,375	424,041	54.20%	45.80%	439,897	(15,856)	-3.60%
INFORMATION TECHNOLOGY	615,760	239,770	38.94%	61.06%	209,580	30,190	14.41%
ECONOMIC DEVELOPMENT	-	-	0.00%	0.00%	-	-	0.00%
CITY ATTORNEY	110,000	13,177	11.98%	88.02%	44,507	(31,329)	-70.39%
TRANSFERS TO OTHER FUNDS	485,000	161,667	33.33%	66.67%	71,667	90,000	125.58%
TOTAL EXPENDITURES	\$16,444,095	\$4,954,573	30.13%	69.87%	\$4,521,763	\$432,810	9.57%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$195,975)	\$3,169,859			\$3,637,962	(\$468,103)	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2023
For the period ending: January 31, 2023 (2nd FY Qtr.)

DEBT SERVICE FUND - 03

	CURRENT BUDGET	1/31/2023 YTD ACTUAL	% USED	% REMAINING	1/31/2022 YTD ACTUAL	\$ CHG 23 vs 22	% CHG 23 vs 22
REVENUE:							
TAXES							
AD VALOREM	3,400,000	2,680,726	78.84%	21.16%	2,397,399	283,327	11.82%
Delinquent	11,000	-3,724	-33.86%	133.86%	9,358	(13,083)	-139.80%
Penalty & Interest	11,000	1,368	12.44%	87.56%	3,387	(2,019)	-59.60%
INTEREST EARNINGS	2,000	10,776	538.79%	-438.79%	324	10,452	3223.38%
OTHER FINANCING SOURCES	-	0	-	-	0	0	-
OPERATING TRANSFERS IN	153,200	51,067	33.33%	66.67%	49,026	2,041	4.16%
TOTAL REVENUE	\$3,577,200	\$2,740,213	76.60%	23.40%	\$2,459,494	\$280,718	11.41%
Contractual & Sundry	3,617,348	3,286,148	90.84%	9.16%	2,845,051	441,097	0.00%
TOTAL EXPENDITURES	\$3,617,348	\$3,286,148	90.84%	9.16%	2,845,051	\$441,097	0.00%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$40,148)	(\$545,936)			(\$385,557)	(\$160,379)	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2023
For the period ending: January 31, 2023 (2nd FY Qtr.)

WATER & SEWER - 40

	CURRENT BUDGET	1/31/2023 YTD ACTUAL	% USED	% REMAINING	1/31/2022 YTD ACTUAL	\$ CHG 23 vs 22	% CHG 23 vs 22
REVENUE:							
WATER SALES	4,900,000	1,691,442	34.52%	65.48%	1,731,597	(40,155)	-2.32%
SEWER SALES	4,140,000	1,369,092	33.07%	66.93%	1,372,888	(3,796)	-0.28%
MISCELLANEOUS	276,000	94,144	34.11%	65.89%	94,995	(851)	-0.90%
PENALTY	175,000	59,257	33.86%	66.14%	52,148	7,109	13.63%
INTEREST	10,000	27,692	276.92%	-176.92%	1,735	25,957	1495.98%
TRANSFERS	10,000	8,986	89.86%	10.14%	611	8,376	1371.71%
TAP FEES	-	6,300	-	-	1,125	5,175	0.00%
SALE OF ASSETS	-	-	-	-	-	-	-
TOTAL REVENUE	\$9,511,000	\$3,256,913	34.24%	65.76%	\$3,255,098	\$1,815	0.06%
ADMINISTRATIVE	170,100	50,361	29.61%	70.39%	40,176	10,185	25.35%
NON-DEPARTMENTAL	745,280	303,871	40.77%	59.23%	290,584	13,287	4.57%
BILLING & COLLECTIONS	585,760	168,275	28.73%	71.27%	166,296	1,979	1.19%
MGT. INFO SYSTEMS	112,990	26,774	23.70%	76.30%	24,570	2,204	8.97%
WATER DISTRIBUTION	2,818,615	780,843	27.70%	72.30%	812,244	(31,401)	-3.87%
WASTEWATER COLLECTION	2,745,114	918,828	33.47%	66.53%	833,216	85,612	10.27%
TRANSFERS	2,416,000	1,792,524	74.19%	25.81%	1,737,588	54,936	3.16%
TOTAL EXPENDITURES	9,593,859	4,041,476	42.13%	57.87%	3,904,673	\$136,803	3.50%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$82,859)	(\$784,562)			(\$649,575)	(\$134,988)	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2023
For the period ending: January 31, 2023 (2nd FY Qtr.)

STORM DRAIN FUND - 15

	CURRENT BUDGET	1/31/2023 YTD ACTUAL	% USED	% REMAINING	1/31/2022 YTD ACTUAL	\$ CHG 23 vs 22	% CHG 23 vs 22
REVENUE:							
USERS FEE	1,480,000	494,233	33.39%	66.61%	492,581	1,652	0.34%
OTHER REVENUE	-	-	-	-	-	-	-
INTEREST INCOME	2,000	35,209	1760.44%	-1660.44%	1,159	34,050	2938.69%
TOTAL REVENUE	\$1,482,000	\$529,442	35.72%	64.28%	\$493,740	\$35,702	7.23%
PERSONNEL	468,500	105,196	22.45%	77.55%	\$137,110	(31,914)	-23.28%
SUPPLIES	37,400	5,635	15.07%	84.93%	\$4,065	1,569	38.60%
MAINTENANCE	37,000	4,358	11.78%	88.22%	\$148	4,210	2850.99%
CONTRACTUAL & SUNDRY	198,500	71,873	36.21%	63.79%	\$52,717	19,156	36.34%
CAPITAL	2,706,160	7,991	0.30%	99.70%	\$91,882	(83,892)	-91.30%
TRANSFERS TO OTHER FUNDS	73,500	24,711	33.62%	66.38%	\$24,629	82	0.33%
TOTAL EXPENDITURES	\$3,521,060	\$219,763	6.24%	93.76%	\$310,552	(\$90,788)	-29.23%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$2,039,060)	\$309,678			\$183,188	\$126,491	

**CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2023
For the period ending: January 31, 2023 (2nd FY Qtr.)**

CRIME CONTROL DISTRICT - 18

	ORIGINAL BUDGET	1/31/2023 YTD ACTUAL	% USED	% REMAINING	1/31/2022 YTD ACTUAL	\$ CHG 23 vs 22	% CHG 23 vs 22
REVENUE:							
SALES TAX	1,875,000	637,717	34.01%	65.99%	613,690	24,028	3.92%
INTEREST EARNING/OTHER	70,000	49,894	71.28%	28.72%	661	49,233	7450.62%
TRANSFERS	-	-	-	-	-	-	-
TOTAL REVENUE	\$1,945,000	\$687,611	35.35%	64.65%	\$614,351	\$73,260	11.92%
PERSONNEL SERVICES	1,204,800	328,589	27.27%	72.73%	\$293,908	34,682	11.80%
SUPPLIES	175,600	39,519	22.50%	77.50%	\$42,178	(2,659)	-6.30%
MAINTENANCE	264,200	109,444	41.42%	58.58%	\$39,008	70,435	180.57%
CONTRACTUAL & SUNDRY	209,800	81,328	38.76%	61.24%	\$76,316	5,012	6.57%
TRANSFERS	38,000	12,754	33.56%	66.44%	\$13,505	(751)	-5.56%
CAPITAL OUTLAY	150,250	119,134	0.00%	0.00%	\$0	119,134	0.00%
TOTAL EXPENDITURES	2,042,650	690,767	33.82%	66.18%	\$464,915	\$225,852	48.58%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$97,650)	(\$3,156)			\$149,435	(\$152,592)	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2023
For the period ending January 31, 2023 (2nd FY Qtr.)

STREET MAINTENANCE FUND - 14

	ORIGINAL BUDGET	1/31/2023 YTD ACTUAL	% USED	% REMAINING	1/31/2022 YTD ACTUAL	\$ CHG 23 vs 22	% CHG 23 vs 22
REVENUE:							
SALES TAX	-	-	-	-	-	-	-
INTEREST EARNINGS	-	7,407	0.00%	0.00%	489	6,918	1414.95%
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	-	-
TOTAL REVENUE	\$0	\$7,407	0.00%	0.00%	489	\$6,918	1414.95%
MAINTENANCE	185,000	15,467	8.36%	91.64%	1,214	14,254	1174.21%
CONTRACTUAL & SUNDRY	10,000	2,965	29.65%	70.35%	2,075	890	42.89%
CAPITAL OUTLAY	400,000	137,645	34.41%	65.59%	582,159	(444,514)	-76.36%
TOTAL EXPENDITURES	\$595,000	\$156,078	26.23%	73.77%	\$585,448	(\$429,370)	-73.34%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$595,000)	(\$148,671)			-\$584,959	\$436,288	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2023
For the period ending: January 31, 2023 (2nd FY Qtr.)

WATAUGA ECONOMIC DEVELOPMENT CORP - 04

	CURRENT BUDGET	1/31/2023 YTD ACTUAL	% USED	% REMAINING	1/31/2022 YTD ACTUAL	\$ CHG 23 vs 22	% CHG 23 vs 22
REVENUE:							
SALES TAX	952,000	319,235	33.53%	66.47%	308,325	10,910	3.54%
INTEREST EARNINGS	2,500	13,229	529.15%	-429.15%	584	12,645	2165.33%
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	5,000	875	17.50%	82.50%	-	875.00	-
TOTAL REVENUE	\$959,500	\$333,338	34.74%	65.26%	\$308,909	\$24,430	7.91%
PERSONNEL SERVICES	-	-	0.00%	0.00%	-	-	0.00%
NON-DEPARTMENTAL	-	-	0.00%	0.00%	-	-	0.00%
SUPPLIES	900	-	0.00%	100.00%	(13)	13	0.00%
MAINTENANCE	2,000	-	0.00%	100.00%	-	-	0.00%
CONTRACTUAL & SUNDRY	84,950	25,181	29.64%	70.36%	39,812	(14,631)	-36.75%
TRANSFERS	419,700	139,900	33.33%	66.67%	133,959	5,941	4.43%
CAPITAL OUTLAY	1,200	-	0.00%	100.00%	-	-	0.00%
TOTAL EXPENDITURES	\$508,750	\$165,081	32.45%	67.55%	\$173,759	(\$8,678)	-4.99%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$450,750	\$168,257			\$135,150	\$33,108	

Group Summary

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
010 - CITY SECRETARY OFFICE	369050.00	369,050.00	29,187.23	105,795.25	1,200.00	262,054.75	71.01 %
011 - HUMAN RESOURCES	222600.00	222,600.00	11,015.81	57,367.05	25,948.89	139,284.06	62.57 %
013 - DEVELOPMENT SERVICES DIVISION	223510.00	223,510.00	16,210.21	67,760.24	1,753.84	153,995.92	68.90 %
015 - CITY MANAGER	279280.00	279,280.00	20,614.97	77,415.04	0.00	201,864.96	72.28 %
016 - BUSINESS RETENTION/EDC	8650.00	8,650.00	65.25	2,489.17	0.00	6,160.83	71.22 %
017 - BUSINESS ATTRACTION/EDC	24200.00	24,200.00	0.00	10,850.00	10,000.00	3,350.00	13.84 %
018 - GENERAL ADMINISTRATION/EDC	56200.00	56,200.00	6,368.63	11,841.74	1,200.00	43,158.26	76.79 %
020 - NON-DEPARTMENTAL	1647760.00	1,647,760.00	108,619.72	771,711.12	19,630.41	856,418.47	51.97 %
021 - CITY ATTORNEY	110000.00	110,000.00	3,688.76	13,177.38	0.00	96,822.62	88.02 %
030 - MUNICIPAL COURT DIVISION	424960.00	424,960.00	26,046.66	122,884.78	0.00	302,075.22	71.08 %
040 - FINANCE	668520.00	668,520.00	83,996.69	243,326.50	37,984.50	387,209.00	57.92 %
045 - BILLING & COLLECTIONS	585760.00	585,760.00	43,139.95	168,275.03	0.00	417,484.97	71.27 %
050 - INFORMATION TECHNOLOGY	728750.00	728,750.00	37,964.26	266,544.47	1,896.07	460,309.46	63.16 %
060 - LIBRARY	1066400.00	1,066,400.00	69,733.34	287,803.09	61,487.15	717,109.76	67.25 %
070 - RECREATION	395710.00	395,710.00	29,887.13	117,144.47	13,428.28	265,137.25	67.00 %
075 - PARKS DEPARTMENT	629030.00	629,030.00	28,940.89	167,488.67	18,463.54	443,077.79	70.44 %
080 - POLICE	6678050.00	6,678,050.00	603,429.90	2,169,884.48	77,303.76	4,430,861.76	66.35 %
085 - FIRE/MIS	3805980.00	3,805,980.00	279,508.06	1,096,648.99	50,522.70	2,658,808.31	69.86 %
090 - PUBLIC WORKS	1282800.00	1,282,800.00	73,273.77	299,643.01	16,869.71	966,287.28	75.33 %
093 - WATER DISTRIBUTION	2818615.00	2,818,615.00	188,875.59	780,843.11	19,102.81	2,018,669.08	71.62 %
094 - WASTEWATER COLLECTION	2745114.00	2,745,114.00	236,058.47	918,827.74	8,965.40	1,817,320.86	66.20 %
097 - FLEET MAINTENANCE	324250.00	324,250.00	17,844.21	73,668.22	28,421.66	222,160.12	68.52 %
098 - BUILDING MAINTENANCE	1042300.00	1,042,300.00	93,426.16	291,416.59	42,989.47	707,893.94	67.92 %
Report Total:	26,137,489.00	26,137,489.00	2,007,895.66	8,122,806.14	437,168.19	17,577,514.67	67.25 %



AGENDA MEMORANDUM

DATE: March 2, 2023

TO: Honorable City Council Members

FROM: Bradley Fraley, Chief Information Officer

THROUGH: Joshua Jones, City Manager

SUBJECT: Consideration and approval of a purchase of replacement Panasonic mobile devices and accessories for Police Patrol vehicles from SHI Government.

BACKGROUND/INFORMATION:

The City of Watauga Police Department patrol fleet is equipped with sophisticated computer equipment which allows officers to perform necessary duties while in a mobile environment. This equipment exists in a harsh, rugged environment and is subjected to high temperatures, rough roads and constant use. As a result, this equipment is on a 5-year replacement schedule. The currently installed base of equipment will reach its end of extended warranty coverage in the next few months and is due for replacement in order to maintain operability and support.

Due to the environment in which these computers operate, the City requested and received quotes from SHI Government, for replacement Panasonic solutions from the Department of Information Resources State contract. The current replacement track for the existing Panasonic CF-33 tablets with an external rugged keyboard has increased considerably since last purchased 5 years ago. This is due to multiple factors including increased inflation, manufacturing costs and the ongoing chip shortage. The individual replacement cost per vehicle was initially quoted at \$6,619.02 and included the CF-33 tablet, replacement keyboard, 5-year warranty coverage and 5-year battery replacement. Unfortunately, this price was well outside of budgeted funds. Therefore, it was necessary to reevaluate options, the result of which is a proposal for Council consideration which includes the FZ-55FZ semi-rugged laptop, FZ-55 replacement dock kit, 5-year extended warranty coverage and 5-year battery warranty for \$5,221.44 per vehicle or a total of \$83,543.04 for all 16 patrol vehicles. Although this solution requires replacing the dock in each vehicle, the combined cost of the dock and FZ-55 is still well under that of the existing CF-33 replacement and is therefore the recommended solution. The total cost is also within budgeted funds. The FZ-55FZ semi-rugged laptop meets MIL-STD-810H and is approved for use in the specific application/environment created by a patrol vehicle. The 5-year warranty coverage, provides additional confirmation that the devices will continue to operate for the entirety of the 5-year cycle. Because the FZ-55FZ is a laptop form-factor, versus a tablet, use of the device



AGENDA MEMORANDUM

outside of the vehicle is also more feasible. The existing tablet devices require an external keyboard/mouse and therefore lack portability.

Staff, therefore; respectively requests that Council approve the purchase of six-teen (16) replacement Panasonic mobile devices for the Police patrol fleet from SHI Government in an amount of \$83,543.04. Said pricing from DIR State Contract DIR-TSO-4025.

Included in this request is the following:

Quantity 16 - FZ-55FZ-12KM Panasonic semi-rugged laptop (i5-1145G7 @4.4Ghz. + 16 Gb RAM + 512 SSD)

Quantity 16 - FZ-55 Dock Kit

Quantity 16 - 4th and 5th year Public Safety Warranty extension

Quantity 16 - 5 year smart battery warranty

FINANCIAL IMPLICATIONS:

Funds are budgeted and available as part of the approved Capital Outlay Program for Fiscal 22-23.

RECOMMENDATION/ACTION DESIRED:

Approval of a purchase of replacement Panasonic mobile devices and accessories for Police Patrol vehicles from SHI Government in an amount of \$83,543.04.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. SHI Quote-23099742

REVIEWED BY:

Robert Parker, Police Chief

Sandra Gibson, Director of Finance

David Berman, City Attorney

Joshua Jones, City Manager

Linda Proskey, City Secretary

Approved - 3/2/2023

Approved - 3/2/2023

Approved - 3/6/2023

Approved - 3/6/2023

Final Approval - 3/7/2023

Approved as to form for inclusion on Agenda



Pricing Proposal
Quotation #: 23099742
Created On: 2/15/2023
Valid Until: 5/12/2023

TX-City of Watauga

Bradley Fraley

7105 Whitley Rd
Watauga, TX 76148
United States
Phone: 8172818047
Fax:
Email: BFraley@wataugatx.org

Inside Account Executive

Alex Jasko

300 Davidson Ave
Somerset, NJ 08873
Phone: 732-652-3061
Fax:
Email: alex_jasko@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	4TH & 5TH YEARS PUBLIC SAFETY SVCS SERVICE BNDL ADD ON Panasonic - Part#: CF-SVCPSY5	16	\$576.65	\$9,226.40
2	5YR SMART BATTERY WARR WITH SVCS SMART SVC LITE FOR WIN TB Panasonic - Part#: CF-SVCBATSW5Y	16	\$173.75	\$2,780.00
3	CUSTSPEC CITY OF WATAUGA PD SVCS FZ-55 DOCK SWAP KIT INCLUDES FZ-55 Panasonic - Part#: ST-DEPINWATAUGA01	16	\$1,523.08	\$24,369.28
4	W10P I5-1145G7 4.4GHZ 14IN MT SYST 16GB 512GB OPAL SSD WIFI BT CAM Panasonic - Part#: FZ-55FZ-12KM	16	\$2,947.96	\$47,167.36
			Subtotal	\$83,543.04
			Shipping	\$0.00
			Total	\$83,543.04

Additional Comments

Please Note: Panasonic has a zero returns policy for their Toughbooks and Toughpads

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI-GS! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

**SHI Government Solutions, Inc. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3695478; DUNS# 14-724-3096**

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#).

unless a separate resale agreement exists between SHI and the Customer.



AGENDA MEMORANDUM

DATE: March 8, 2023

TO: Honorable City Council Members

FROM: Joshua Jones, City Manager

THROUGH:

SUBJECT: Consideration and approval of Saturday, April 29, 2023, and Saturday, September 23, 2023, for the city-wide semi-annual garage sales and waiving the application requirement and permit fee.

BACKGROUND/INFORMATION:

At its regular meeting on February 13, 2023, the city council discussed the potentially widespread interest in the community for a city-wide garage sale, with the possibility of the required application and associated fees being waived for these two events. The city council asked the administration to present a proposal for such at the next available meeting.

Below are the recommended dates and further details:

- Saturday, April 29, 2023, and September 23, 2023.
- The garage sale permit application requirement and fee will be waived.
- Participation in one or both of these dates will not count toward the annual maximum number of garage sales conducted on one property.
- The city will advertise the events via its website, social media, monthly newsletters and EDC digital signs.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Staff recommends approval of the time as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Joshua Jones, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 3/8/2023

Final Approval - 3/8/2023



AGENDA MEMORANDUM



AGENDA MEMORANDUM

DATE: March 9, 2023
TO: Honorable City Council Members
FROM: Linda Proskey, City Secretary
THROUGH: Linda Proskey, City Secretary
SUBJECT: Consider approval of the joint contract with Tarrant County Elections for the May 6, 2023 general election.

BACKGROUND/INFORMATION:

On May 6, 2023 the City of Watauga will be holding a general election to

FINANCIAL IMPLICATIONS:

\$5143.93 Est. Cost of election

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Joint_contract_entities 20230308
2. ATTACHMENT B
3. ATTACHMENT A
4. Joint_contract_entities (signature page) - 20210322

REVIEWED BY:

Sandra Gibson, Director of Finance

David Berman, City Attorney

Joshua Jones, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 3/9/2023

Approved - 3/9/2023

Approved - 3/9/2023

Final Approval - 3/9/2023

THE STATE OF TEXAS

COUNTY OF TARRANT

JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES

THIS CONTRACT for election services is made by and between the Tarrant County Elections Administrator and the following political subdivisions located entirely or partially inside the boundaries of Tarrant County:

ALEDO ISD	CITY OF SANSOM PARK
ARLINGTON ISD	CITY OF WATAUGA
BURLESON ISD	CITY OF WESTWORTH VILLAGE
CARROLL ISD	CITY OF WHITE SETTLEMENT
CASTLEBERRY ISD	CROWLEY ISD
CITY OF ARLINGTON	EAGLE MOUNTAIN-SAGINAW ISD
CITY OF AZLE	FOREST HILL PUBLIC LIBRARY DISTRICT
CITY OF BLUE MOUND	FORT WORTH ISD
CITY OF BURLESON	GODLEY ISD
CITY OF COLLEYVILLE	GRAPEVINE-COLLEYVILLE ISD
CITY OF FOREST HILL	HURST-EULESS-BEDFORD ISD
CITY OF FORT WORTH	KELLER ISD
CITY OF GRAND PRAIRIE	KENNEDALE ISD
CITY OF HALTOM CITY	LEWISVILLE ISD
CITY OF HASLET	MANSFIELD ISD
CITY OF KELLER	NORTHWEST ISD
CITY OF KENNEDALE	TARRANT COUNTY COLLEGE DISTRICT
CITY OF MANSFIELD	TARRANT REGIONAL WATER DISTRICT
CITY OF NORTH RICHLAND HILLS	TOWN OF FLOWER MOUND
CITY OF RICHLAND HILLS	TOWN OF LAKESIDE
CITY OF RIVER OAKS	TOWN OF TROPHY CLUB
CITY OF SAGINAW	WHITE SETTLEMENT ISD

The Tarrant County Elections Administrator and the political subdivisions mentioned above may be collectively referred to as "Parties" or individually as a "Party".

This Contract is made pursuant to Texas Election Code Sections 31.092 and 271.002 – 271.004, if applicable, and Texas Education Code Section 11.0581 for a joint May 6, 2023 election to be administered by the undersigned Tarrant County Elections Administrator, hereinafter referred to as "Elections Administrator." This term includes the Assistant Elections Administrator in the Elections Administrator's absence or disability.

RECITALS

Each Participating Authority listed above plans to hold a general and/or special election on May 6, 2023. If a run-off election or a repeat election is necessary because of legal action, the date of that election will be June 10, 2023.

The County owns an electronic voting system, the Hart InterCivic Verity Voting System (Version 2.4), which has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122, as amended, and is compliant with the accessibility requirements for persons with disabilities set forth by Texas Election Code Section 61.012. The contracting political subdivisions, also known interchangeably as "Entities" or "Participating Authority(ies)", desire to use the County's electronic voting system and to compensate the County for such use and to share in certain other expenses

connected with joint elections in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code, as amended. The entity desires to contract for the voting system as described, in tandem with the County's elections services through the Elections Administrator's office, and to compensate the County for such use and to share in other expenses connected with joint elections in accordance with the applicable provisions of law and of this contract.

NOW THEREFORE, in consideration of the mutual covenants, agreements, and benefits to the Parties, IT IS AGREED as follows:

I. ADMINISTRATION

The Parties agree to hold a joint election with each other ("Joint Election") in accordance with Chapter 271 of the Texas Election Code and this Agreement. The Tarrant County Elections Administrator shall coordinate, supervise, and handle all aspects of administering the Joint Election as provided in this Agreement. Each Participating Authority agrees to pay the Tarrant County Elections Administrator for equipment, supplies, services, and administrative costs as provided in this Agreement. The Tarrant County Elections Administrator shall serve as the administrator for the Joint Election; however, each Participating Authority shall remain responsible for the decisions and actions of its officers necessary for the lawful conduct of its election. The Elections Administrator shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of each Participating Authority as necessary. Legal advice to or legal representation of the Entities/political subdivisions/Participating Authorities by the Election Administrator's office or lawyers who advise or represent the Election Administrator is not included herewith; each Entity should consult with its own counsel for any legal issues that arise, or with the Texas Secretary of State, as appropriate.

It is understood that other political subdivisions may wish to participate in the use of the County's electronic voting system and polling places, and it is agreed that the Elections Administrator may enter into other contracts for election services for those purposes on terms and conditions generally similar to those set forth in this Contract. In such cases, costs shall be pro-rated among the participants according to Section XI of this Contract.

Each Participating Authority agrees to adopt the Verity Voting System v. 2.5, from HART InterCivic, as the Voting System for this election, so that it may be used, in accordance with the terms and conditions specified in the certification order issued by the Texas Secretary of State, for all forms of voting, including election day voting at polling locations, early voting in person, early voting by mail, and provisional voting.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The Participating Authorities shall share a mutual ballot in those polling places where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap.

II. LEGAL DOCUMENTS

Each Participating Authority shall be responsible for the preparation, adoption, and publication of all required election orders, resolutions, notices, and any other pertinent documents required by the Texas Election Code and/or the Participating Authority's governing body, charter, or ordinances, except that the Elections Administrator shall be responsible for the preparation and publication of all voting system testing notices that are required by the Texas Election Code.

Preparation of the necessary materials for notices and the official ballot shall be the responsibility of each Participating Authority, including translation to languages other than English, including (but not necessarily limited to), as required by law, Spanish and Vietnamese. Each Participating Authority shall provide a copy of their respective election orders and notices to the Tarrant County Elections Administrator.

III. VOTING LOCATIONS

The Elections Administrator shall select and arrange for the use of and payment for all Election Day voting locations. Voting locations will be, whenever possible, the usual voting location for each election precinct in elections conducted by each participating city, and shall be compliant with the accessibility requirements established by Election Code Section 43.034 and the Americans with Disabilities Act (ADA). The proposed voting locations are listed in Attachment A of this Agreement. In the event that a voting location is not available or appropriate, the Elections Administrator will arrange for

use of an alternate location with the approval of the affected Participating Authorities. The Elections Administrator shall notify the Participating Authorities of any changes from the locations listed in Attachment A.

If polling places for the May 6, 2023 joint election are different from the polling place(s) used by a Participating Authority in its most recent election, the authority agrees to post a notice no later than May 6, 2023 at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and stating the political subdivision's polling place names and addresses in effect for the May 6, 2023 election. This notice shall be written in both the English, Spanish, and Vietnamese languages.

IV. ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL

Tarrant County shall be responsible for the appointment of the presiding judge and alternate judge for each polling location. The Elections Administrator shall make emergency appointments of election officials if necessary.

Upon request by the Elections Administrator, each Participating Authority agrees to assist in recruiting polling place officials who are bilingual [(fluent in both English and Spanish) and (fluent in both English and Vietnamese)]. In compliance with the Federal Voting Rights Act of 1965, as amended, each polling place containing more than 5% Hispanic or Vietnamese population as determined by the most recent Census used for such determinations shall have one or more election officials who are fluent in both English and Spanish, or both English and Vietnamese, as applicable. If a presiding judge is not bilingual, and is unable to appoint a bilingual clerk, the Elections Administrator may recommend a bilingual worker for the polling place. If the Elections Administrator is unable to recommend or recruit a bilingual worker, the Participating Authority or authorities served by that polling place shall be responsible for recruiting a bilingual worker for interpretation and translation services as needed at that polling place.

The Elections Administrator shall notify all election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code and will take the necessary steps to ensure that all election judges appointed for the Joint Election are eligible to serve.

The Elections Administrator shall arrange for the training and compensation of all election judges and clerks. The Elections Administrator shall arrange for the date, time, and place for presiding election judges to pick up their election supplies. Each presiding election judge will be sent a letter from the Elections Administrator notifying the judge of the appointment, the time and location of training and distribution of election supplies, and the number of election clerks that the presiding judge may appoint.

Each election judge and clerk will receive compensation at the hourly rate established by Tarrant County pursuant to Texas Election Code Section 32.091 or other law applicable to compensation for the election-related work. The election judge will receive an additional sum of \$25.00 for picking up the election supplies prior to Election Day and for returning the supplies and equipment to the central counting station after the polls close.

Election judges and clerks who attend voting equipment training and/or procedures training shall be compensated at the same hourly rate that they are to be paid on Election Day.

The Elections Administrator may employ other personnel necessary for the proper administration of the election, including such part-time help as is necessary to prepare for the election, to ensure the timely delivery of supplies during early voting and on Election Day, and for the efficient tabulation of ballots at the central counting station. Part-time personnel working as members of the Early Voting Ballot Board and/or central counting station on election night will be compensated at the hourly rate set by Tarrant County in accordance with Election Code Sections 87.005, 127.004, and 127.006.

V. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The Elections Administrator shall arrange for all election supplies and voting equipment including, but not limited to, official ballots, sample ballots, voter registration lists, and all forms, signs, maps and other materials used by the election judges at the voting locations. The Elections Administrator shall ensure availability of tables and chairs at each polling place and shall procure rented tables and chairs for those polling places that do not have tables and/or chairs.

The Elections Administrator shall provide the necessary voter registration information, maps, instructions, and other information needed to enable the election judges in the voting locations that have more than one ballot style to conduct a proper election.

Each Participating Authority shall furnish the Elections Administrator a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on the official ballot (including titles and text in each language in which the authority's ballot is to be printed). Each Participating Authority shall be responsible for proofreading and approving the ballot insofar as it pertains to that authority's candidates and/or propositions.

The joint election ballots that contain ballot content for more than one joint participant because of overlapping territory shall be arranged in the following order: Independent School District, City, Water District(s), College District, and other political subdivisions.

The Elections Administrator shall be responsible for the preparation, testing, and delivery of the voting equipment for the election, as required by the Election Code.

The Elections Administrator shall conduct criminal background checks on relevant employees upon hiring as required by Election Code Section 129.051(g).

VI. EARLY VOTING

The Participating Authorities agree to conduct joint early voting and to appoint the Election Administrator as the Early Voting Clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. Each Participating Authority agrees to appoint the Elections Administrator's permanent county employees as deputy early voting clerks. The Participating Authorities further agree that the Elections Administrator may appoint other deputy early voting clerks to assist in the conduct of early voting as necessary, and that these additional deputy early voting clerks shall be compensated at an hourly rate set by Tarrant County pursuant to Section 83.052 of the Texas Election Code. Deputy early voting clerks who are permanent employees of the Tarrant County Elections Administrator or any Participating Authority shall serve in that capacity without additional compensation.

Early Voting by personal appearance will be held at the locations, dates, and times listed in Attachment "B" of this document. Any qualified voter of the Joint Election may vote early by personal appearance at any of the joint early voting locations.

As Early Voting Clerk, the Elections Administrator shall receive applications for early voting ballots to be voted by mail in accordance with Chapters 31 and 86 of the Texas Election Code. Any requests for early voting ballots to be voted by mail received by the Participating Authorities shall be forwarded immediately by fax or courier to the Elections Administrator for processing. The Elections Administrator will be responsible for managing the Annual Ballot by Mail voters for whom the Elections Administrator has received an Application for Ballot by Mail, including maintaining and making available the early voting roster information in conformance with Section 87.121 of the Texas Election Code. Upon request of a participating authority, the Early Voting Clerk will promptly make all information contained within the early voting roster available for inspection by the participating authority, including the information maintained under Section 87.121(f). The Participating Authorities understand that, as specified in section 87.121, information on the roster for a person to whom an early voting mail ballot has been sent is not available for public inspection, except to the voter seeking to verify that the information pertaining to the voter is accurate, until the first business day after election day.

In addition to making the information on the roster for a person who votes an early voting ballot by personal appearance available for public inspection not later than the beginning of the regular business hours on the day after the date the information is entered on the roster, the Elections Administrator shall post on the county website each Participating Authority's early voting report on a daily basis and a cumulative final early voting report following the close of early voting. In accordance with Section 87.121(g) of the Election Code, the daily reports showing the previous day's early voting activity will be posted to the county website no later than 10:00 AM each business day.

VII. EARLY VOTING BALLOT BOARD AND SIGNATURE VERIFICATION COMMITTEE

Tarrant County shall appoint an Early Voting Ballot Board (EVBB) to process early voting results from the Joint Election. The Presiding Judge, with the assistance of the Elections Administrator, shall appoint two or more additional members to constitute the EVBB. The Elections Administrator shall determine the number of EVBB members required to efficiently process the early voting ballots.

The Elections Administrator shall determine whether a Signature Verification Committee is necessary, and if so, shall appoint the members.

VIII. CENTRAL COUNTING STATION AND ELECTION RETURNS

The Elections Administrator shall be responsible for establishing and operating the central and remote counting stations to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this Agreement.

The Participating Authorities hereby, in accordance with Section 127.002, 127.003, and 127.005 of the Texas Election Code, appoint the following central counting station officials:

Counting Station Manager:	Heider Garcia, Elections Administrator
Tabulation Supervisor:	Troy Havard, Assistant Elections Administrator
Presiding Judge:	David Lambertsen

The Counting Station Manager or his/her representative shall deliver timely cumulative reports of the election results as precinct report to the central and remote counting stations and are tabulated. The Counting Station Manager shall be responsible for releasing unofficial cumulative totals and precinct returns from the election to the joint participants, candidates, press, and general public by distribution of hard copies at the central counting station or by electronic distribution and by posting to the Tarrant County web site. To ensure the accuracy of reported election returns, results printed on the tapes produced by Tarrant County's voting equipment will not be released to the Participating Authorities at the remote collection sites or by phone from individual polling locations.

The Elections Administrator will prepare the unofficial canvass reports that are necessary for compliance with Election Code Section 67.004 after all precincts have been counted and will deliver a copy of these unofficial canvass reports to each Participating Authority as soon as possible after all returns have been tabulated. Each Participating Authority shall be responsible for the official canvass of its respective election(s).

The Elections Administrator will prepare the electronic precinct-by-precinct results reports for uploading to the Secretary of State as required by Section 67.017 of the Election Code. The Elections Administrator agrees to upload these reports for each Participating Authority unless requested otherwise.

The Elections Administrator shall be responsible for conducting the post-election manual recount required by Section 127.201 of the Texas Election Code unless a waiver is granted by the Secretary of State. Notification and copies of the recount, if waiver is denied, will be provided to each Participating Authority and the Secretary of State's Office.

IX. PARTICIPATING AUTHORITIES WITH TERRITORY OUTSIDE TARRANT COUNTY

Each Participating Authority with territory containing population outside Tarrant County agrees that the Elections Administrator shall administer only the Tarrant County portion of those elections.

X. RUNOFF ELECTIONS

Each Participating Authority shall have the option of extending the terms of this Agreement through its runoff election, if applicable. In the event of such runoff election, the terms of this Agreement shall automatically extend unless the Participating Authority notifies the Elections Administrator in writing within three (3) business days after the original election, not counting election day.

Each Participating Authority shall reserve the right to reduce the number of early voting locations and/or Election Day voting locations in a runoff election.

Each Participating Authority agrees to order any runoff election(s) at its meeting for canvassing the votes from the May 6, 2023 election.

Each Participating Authority eligible to hold runoff elections agrees that the date of the runoff election, if necessary, shall be June 10, 2023.

XI. ELECTION EXPENSES AND ALLOCATION OF COSTS

The Participating Authorities agree to share the costs of administering the Joint Election. Allocation of costs, unless specifically stated otherwise, is mutually agreed to be shared according to a formula which is based on the average cost per Election Day polling place (unit cost) as determined by adding together the overall expenses and dividing the expenses equally among the total number of polling places. Costs for polling places shared by more than one Participating Authority shall be pro-rated equally among the participants utilizing that polling place.

It is agreed that charges for Election Day judges and clerks and Election Day polling place rental fees shall be directly charged to the appropriate Participating Authority rather than averaging those costs among all participants.

Costs for Voting by Personal Appearance shall be allocated based upon the actual costs associated with each voting site. Each Participating Authority shall be responsible for a pro-rata portion of the actual costs associated with the voting sites located within their jurisdiction. Participating authorities that do not have a voting site within their jurisdiction shall pay a pro-rata portion of the nearest regular early voting site.

Costs for Early Voting by Mail shall be allocated according to the actual number of ballots mailed to each Participating Authority's voters.

Participating Authorities having the majority of their voters in another county, and fewer than 500 registered voters in Tarrant County, and that do not have an Election Day polling place or early voting site within their jurisdiction shall pay a flat fee of \$400 for election expenses.

Each Participating Authority agrees to pay the Tarrant County Elections Administrator an administrative fee equal to ten percent (10%) of its total billable costs (but not less than \$ 75.00) in accordance with Section 31.100(d) of the Texas Election Code.

The Tarrant County Elections Administrator shall deposit all funds payable under this Contract into the appropriate fund(s) within the county treasury in accordance with Election Code Section 31.100.

Cost schedule and invoicing.

A cost estimate for the services, equipment, and supplies provided by the Elections Administrator for the election and the runoff election is shown below and in section XII of this Agreement. This cost estimate shall serve as the cost schedule agreed upon by the contracting Parties, as referenced in Section 31.093(a), Texas Election Code.

As soon as reasonably possible after the election or the runoff election, the Elections Administrator will submit an itemized invoice to each Party: (i) for the actual expenses he/she incurred as described above and (ii) for the Elections Administrator's fee as described above. The invoice shall reflect any advance monies paid and any direct payments made. The Elections Administrator will use his/her best efforts to submit the invoice within thirty (30) days after the election or within ten (10) days after the runoff election.

The Elections Administrator's invoice shall be due and payable by each Party to the address set forth in the invoice within thirty (30) days after its receipt by the Party. If the Party disputes any portion of the invoice, the Party shall notify the Elections Administrator in writing within such thirty-day period, or the invoice will be presumed to be a true and accurate rendering of the amount that is due.

XII. COST ESTIMATES AND DEPOSIT OF FUNDS

The total estimated obligation for each Participating Authority under the terms of this Agreement is listed below. Each Participating Authority agrees to pay the Tarrant County Elections Administrator a deposit of approximately 75% of this estimated obligation within fifteen (15) days after execution of this Agreement. The exact amount of each Participating Authority's obligation under the terms of this Agreement shall be calculated after the May 6, 2023 election (or runoff election, if applicable), and if the amount of an authority's total obligation exceeds the amount deposited, the authority shall pay to the Elections Administrator the balance due within thirty (30) days after the receipt of the final invoice from the Elections Administrator. However, if the amount of the authority's total obligation is less than the amount deposited, the Elections Administrator shall refund to the authority the excess amount paid within thirty (30) days after the final costs are calculated.

The total estimated obligation and required deposit for each Participating Authority under the terms of this Agreement shall be as follows:

Political Subdivision	Actual # Polls	Billed # Polls	Estimated Cost	Deposit Due
ALEDO ISD	1	0.25	\$ 6,218.04	\$ 4,670.00
ARLINGTON ISD	31	9.71	\$ 89,432.39	\$ 67,080.00
BURLESON ISD	2	0.42	\$ 7,135.25	\$ 5,360.00
CARROLL ISD	2	0.75	\$ 10,936.34	\$ 8,210.00
CASTLEBERRY ISD	3	0.57	\$ 6,175.38	\$ 4,640.00
CITY OF ARLINGTON	33	10.04	\$ 88,814.23	\$ 66,620.00
CITY OF AZLE	1	0.33	\$ 6,728.90	\$ 5,050.00
CITY OF BLUE MOUND	1	0.20	\$ 8,437.26	\$ 6,330.00
CITY OF BURLESON	2	0.42	\$ 7,135.25	\$ 5,360.00
CITY OF COLLEYVILLE	1	0.33	\$ 9,087.43	\$ 6,820.00
CITY OF FOREST HILL	1	0.25	\$ 8,681.07	\$ 6,520.00
CITY OF FORT WORTH	115	27.23	\$ 210,808.75	\$ 158,110.00
CITY OF GRAND PRAIRIE	5	1.31	\$ 13,452.01	\$ 10,090.00
CITY OF HALTOM CITY	4	0.95	\$ 26,634.52	\$ 19,980.00
CITY OF HASLET	1	0.20	\$ 6,078.72	\$ 4,560.00
CITY OF KELLER	2	0.58	\$ 10,228.13	\$ 7,680.00
CITY OF KENNEDALE	2	0.34	\$ 8,915.91	\$ 6,690.00
CITY OF MANSFIELD	6	1.70	\$ 17,650.43	\$ 13,240.00
CITY OF NORTH RICHLAND HILLS	3	1.08	\$ 36,110.03	\$ 27,090.00
CITY OF RICHLAND HILLS	1	0.50	\$ 10,271.39	\$ 7,710.00
CITY OF RIVER OAKS	2	0.40	\$ 5,467.17	\$ 4,110.00
CITY OF SAGINAW	3	0.73	\$ 10,877.71	\$ 8,160.00
CITY OF SANSOM PARK	1	0.17	\$ 5,811.68	\$ 4,360.00
CITY OF WATAUGA	2	0.42	\$ 5,143.93	\$ 3,860.00
CITY OF WESTWORTH VILLAGE	1	0.14	\$ 4,419.28	\$ 3,320.00
CITY OF WHITE SETTLEMENT	2	0.34	\$ 6,563.35	\$ 4,930.00
CROWLEY ISD	13	2.90	\$ 51,752.12	\$ 38,820.00
EAGLE MOUNTAIN-SAGINAW ISD	8	1.83	\$ 23,035.08	\$ 17,280.00
FOREST HILL PUBLIC LIBRARY DISTRICT	1	0.25	\$ 8,681.07	\$ 6,520.00
FORT WORTH ISD	85	20.35	\$ 104,280.64	\$ 78,220.00
GODLEY ISD	0	0.00	\$ 400.00	\$ 300.00
GRAPEVINE-COLLEYVILLE ISD	3	0.73	\$ 15,690.32	\$ 11,770.00
HURST-EULESS-BEDFORD ISD	6	2.09	\$ 52,681.12	\$ 39,520.00
KELLER ISD	10	2.48	\$ 26,727.07	\$ 20,050.00
KENNEDALE ISD	2	0.34	\$ 8,915.91	\$ 6,690.00
LEWISVILLE ISD	1	0.25	\$ 6,322.54	\$ 4,750.00
MANSFIELD ISD	11	3.20	\$ 29,159.43	\$ 21,870.00
NORTHWEST ISD	8	1.88	\$ 13,243.89	\$ 9,940.00

TARRANT COUNTY COLLEGE DISTRICT	169	45.35	\$ 251,987.78	\$ 189,000.00
TARRANT REGIONAL WATER DISTRICT	110	25.81	\$ 207,199.68	\$ 155,400.00
TOWN OF FLOWER MOUND	1	0.25	\$ 6,322.54	\$ 4,750.00
TOWN OF LAKESIDE	1	0.33	\$ 6,728.90	\$ 5,050.00
TOWN OF TROPHY CLUB	1	0.25	\$ 8,498.20	\$ 6,380.00
WHITE SETTLEMENT ISD	6	1.33	\$ 11,107.57	\$ 8,340.00
TOTALS	664	169	\$1,459,948.43	\$1,095,200.00

XIII. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

Any Participating Authority may withdraw from this Agreement and the Joint Election should it cancel its election in accordance with Sections 2.051 - 2.053 of the Texas Election Code. The withdrawing authority is fully liable for any expenses incurred by the Tarrant County Elections Administrator on behalf of the authority plus an administrative fee of ten percent (10%) of such expenses (but not less than \$ 75.00). Any monies deposited with the Elections Administrator by the withdrawing authority shall be refunded, minus the aforementioned expenses and administrative fee if applicable.

It is agreed that any of the joint election early voting sites that are not within the boundaries of one or more of the remaining Participating Authorities, with the exception of the early voting site located at the Tarrant County Elections Center, may be dropped from the joint election unless one or more of the remaining Participating Authorities agree to fully fund such site(s). In the event that any early voting site is eliminated under this section, an addendum to the Contract shall be provided to the remaining participants within five days after notification of all intents to withdraw have been received by the Elections Administrator.

XIV. RECORDS OF THE ELECTION

The Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.

Access to the election records shall be available to each Participating Authority as well as to the public in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records shall be stored at the offices of the Elections Administrator or at an alternate facility used for storage of county records. The Elections Administrator shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable.

Records of the election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or public information request, the Elections Administrator shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of each Participating Authority to bring to the attention of the Elections Administrator any notice of pending election contest, investigation, litigation or public information request which may be filed with the Participating Authority.

XV. RECOUNTS

A recount may be obtained as provided by Title 13 of the Texas Election Code. By signing this document, the presiding officer of the contracting Participating Authority agrees that any recount shall take place at the offices of the Elections Administrator, and that the Elections Administrator shall serve as Recount Supervisor and the Participating Authority's official or employee who performs the duties of a secretary under the Texas Election Code shall serve as Recount Coordinator.

The Elections Administrator agrees to provide advisory services to each Participating Authority as necessary to conduct a proper recount.

XVI. MISCELLANEOUS PROVISIONS

1. It is understood that to the extent space is available, other districts and political subdivisions may wish to participate in the use of the County's election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to the County by the Participating Authorities.
2. The Elections Administrator shall file copies of this document with the Tarrant County Judge and the Tarrant County Auditor in accordance with Section 31.099 of the Texas Election Code.
3. Nothing in this Contract prevents any Party from taking appropriate legal action against any other Party and/or other election personnel for a breach of this Contract or a violation of the Texas Election Code.
4. This Agreement shall be construed under and in accord with the laws of the State of Texas, and all obligations of the Parties created hereunder are performable in Tarrant County, Texas.
5. In the event that one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
6. All Parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and any other entities with local jurisdiction.
7. The waiver by any party of a breach of any provision of this Agreement shall not operate as or be construed as a waiver of any subsequent breach.
8. Any Amendments of this Agreement shall be of no effect unless in writing and signed by all Parties hereto.
9. In the event of an emergency or unforeseen event on Election Day that requires adjustment to these procedures to keep the election operating in a timely, fair, and accessible manner, Elections Administrator may make such adjustments to the procedures herein as the circumstances require.

[Signature Pages Follow]

XVII. JOINT CONTRACT ACCEPTANCE AND APPROVAL

By the signatures on the attached pages, the Elections Administrator and the representative of each entity warrant and represent that they are authorized to enter into this Contract.

WITNESS THE FOLLOWING SIGNATURES AND SEAL ON THE DATE SHOWN BELOW:

The Elections Administrator:

Heider Garcia
Elections Administrator

Date _____

The State of Texas §
County of Tarrant §

Before me, the undersigned authority, on this day personally appeared Heider Garcia, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed. Given under my hand and seal of office on this the _____ day of _____, 20__.

(Seal)

Signature of Notary

TARRANT COUNTY EARLY VOTING
(VOTACION ADELANTADA DEL CONDADO DE TARRANT)
(BẦU CỬ SỚM CỦA QUẬN TARRANT)

MAY 6, 2023
(6 DE MAYO DE 2023)
(NGÀY 6 THÁNG 5, NĂM 2023)

JOINT GENERAL AND SPECIAL ELECTIONS
(ELECCIONES GENERALES CONJUNTAS Y ESPECIALES)
(KẾT HỢP TỔNG TUYỂN CỬ VÀ BẦU CỬ ĐẶC BIỆT)

This schedule of early voting locations, dates and times applies to voters in the following cities, towns, schools, library, and water districts: (Este horario de casetas de votación adelantada, sus fechas y tiempos aplican a los votantes en las siguientes ciudades, pueblos, escuelas, bibliotecas y distritos de la agua) (Đây là lịch trình của những địa điểm, ngày tháng và thời gian cho bầu cử sớm áp dụng cho các cử tri ở trong những điều sau đây: các thành phố, thị xã, trường học, thư viện và cơ quan thủy cục): Arlington, Azle, Blue Mound, Burleson, Colleyville, Flower Mound, Forest Hill, Fort Worth, Grand Prairie, Grapevine, Haltom City, Haslet, Keller, Kennedale, Lakeside, Mansfield, North Richland Hills, Richland Hills, River Oaks, Saginaw, Sansom Park, Trophy Club, Watauga, Westworth Village, White Settlement, Aledo ISD, Arlington ISD, Burleson ISD, Carroll ISD, Castleberry ISD, Crowley ISD, Eagle Mountain-Saginaw ISD, Fort Worth ISD, Godley ISD, Grapevine-Colleyville ISD, Hurst-Euless-Bedford ISD, Keller ISD, Kennedale ISD, Lewisville ISD, Mansfield ISD, Northwest ISD, White Settlement ISD, Forest Hill Library District, Tarrant County College District and Tarrant Regional Water District.

EARLY VOTING BY PERSONAL APPEARANCE DAYS AND HOURS
(DÍAS Y HORAS DE VOTACIÓN TEMPRANO POR APARICIÓN PERSONAL)
(Ngày và giờ đi bầu cử sớm)

April (Abril) (Tháng Tư) 24 - 28	Monday - Friday (Lunes – Viernes) (Thứ Hai – Thứ Sáu)	8:00 a.m. – 5:00 p.m.
April (Abril) (Tháng Tư) 29	Saturday (Sábado) (Thứ Bảy)	7:00 a.m. – 7:00 p.m.
April (Abril) (Tháng Tư) 30	Sunday (Domingo) (Chủ Nhật)	10:00 a.m. – 4:00 p.m.
May (Mayo) (Tháng Năm) 1 - 2	Monday – Tuesday (Lunes – Martes) (Thứ Hai – Thứ Ba)	7:00 a.m. – 7:00 p.m.

	Location (Ubicación) (Địa điểm)	Address (Dirección) (Địa chỉ)	City (Ciudad) (Thành phố)	Zip Code (Código postal) (Mã Bưu Điện)
1	Bob Duncan Center	2800 S Center Street	Arlington	76014
2	Elzie Odom Athletic Center	1601 NE Green Oaks Boulevard	Arlington	76006
3	Center for Community Service Junior League of Arlington	4002 W Pioneer Parkway	Arlington	76013
4	City of Arlington South Service Center	1100 SW Green Oaks Boulevard	Arlington	76017
5	Tarrant County Sub-Courthouse in Arlington	700 E Abram Street	Arlington	76010
6	Tarrant County College Southeast Campus EMBC 1107 - Portable Building (edificio móvil) (Nhà Di Động)	2100 Southeast Parkway	Arlington	76018
7	University of Texas at Arlington Maverick Activities Center	500 W Nedderman Drive	Arlington	76019
8	Azle ISD Instructional Support Center	483 Sandy Beach Road, Suite C	Azle	76020
9	Bedford Public Library	2424 Forest Ridge Drive	Bedford	76021
10	Blue Mound Community Center	1824 Fagan Drive	Blue Mound	76131
11	Colleyville Public Library	110 Main Street	Colleyville	76034
12	Bill R. Johnson CTE Center	4500 Longhorn Trail	Crowley	76036
13	Crouch Event Center in Bicentennial Park	900 E Glendale Street	Crowley	76036
14	Euless Family Life Senior Center	300 W Midway Drive	Euless	76039
15	Forest Hill Civic & Convention Center	6901 Wichita Street	Forest Hill	76140
16	Charles F. Griffin Building	3212 Miller Avenue	Fort Worth	76119
17	Como Community Center	4660 Horne Street	Fort Worth	76107
18	Diamond Hill/Jarvis Branch Library	1300 NE 35 th Street	Fort Worth	76106
19	Golden Triangle Branch Library	4264 Golden Triangle Boulevard	Fort Worth	76244
20	Handley-Meadowbrook Community Center	6201 Beaty Street	Fort Worth	76112
21	James Avenue Service Center	5001 James Avenue	Fort Worth	76115
22	North Crowley High School	9100 S Hulen Street	Fort Worth	76123
23	Northside Community Center	1100 NW 18 th Street	Fort Worth	76164
24	Southside Community Center	959 E Rosedale Street	Fort Worth	76104
25	Southwest Regional Library	4001 Library Lane	Fort Worth	76109
26	Southwest Sub-Courthouse	6551 Granbury Road	Fort Worth	76133
27	Summerglenn Branch Library	4205 Basswood Boulevard	Fort Worth	76137
28	Tarrant County College Northwest Campus WFSC 1403A	4801 Marine Creek Parkway	Fort Worth	76179
29	Tarrant County Elections Center Main Early Voting Site (Principal sitio de votación adelantada) (Trung Tâm Bầu Cử Sớm)	2700 Premier Street	Fort Worth	76111
30	Tarrant County Plaza Building	201 Burnett Street	Fort Worth	76102
31	Worth Heights Community Center	3551 New York Avenue	Fort Worth	76110
32	Asia Times Square	2625 W Pioneer Parkway	Grand Prairie	75051
33	Grapevine Public Library	1201 Municipal Way	Grapevine	76051

TARRANT COUNTY EARLY VOTING
(VOTACION ADELANTADA DEL CONDADO DE TARRANT)
(BẦU CỬ SỚM CỦA QUẬN TARRANT)

MAY 6, 2023
(6 DE MAYO DE 2023)
(NGÀY 6 THÁNG 5, NĂM 2023)

JOINT GENERAL AND SPECIAL ELECTIONS
(ELECCIONES GENERALES CONJUNTAS Y ESPECIALES)
(KẾT HỢP TỔNG TUYỂN CỬ VÀ BẦU CỬ ĐẶC BIỆT)

34	Haltom City Library	4809 Haltom Road	Haltom City	76117
35	Haltom City Senior Center	3201 Friendly Lane	Haltom City	76117
36	Legacy Learning Center Northwest ISD	501 School House Road	Haslet	76052
37	Brookside Center	1244 Brookside Drive	Hurst	76053
38	Keller Town Hall	1100 Bear Creek Parkway	Keller	76248
39	Kennedale Community Center	316 W 3rd Street	Kennedale	76060
40	Sheriff’s Office North Patrol Division	6651 Lake Worth Boulevard	Lake Worth	76135
41	Mansfield Sub-Courthouse	1100 E Broad Street	Mansfield	76063
42	Vernon Newsom Stadium	3700 E Broad Street	Mansfield	76063
43	Former Bursey Road Senior Adult Center	7301 Bursey Road	N Richland Hills	76182
44	North Richland Hills Public Library	9015 Grand Avenue	N Richland Hills	76180
45	River Oaks Annex Old Library Building	4900 River Oaks Boulevard	River Oaks	76114
46	Eagle Mountain-Saginaw ISD Annex, Building 1	1200 N Old Decatur Road	Saginaw	76179
47	Southlake Town Hall	1400 Main Street	Southlake	76092
48	White Settlement Public Library	8215 White Settlement Road	White Settlement	76108

Application for a Ballot by Mail may be downloaded from our website: elections.tarrantcounty.com/ballotbymail
(Solicitud para Boleta por Correo se puede descargar de nuestro sitio web): elections.tarrantcounty.com/ballotbymail
(Có thể tải Đơn xin lá Phiếu Bầu qua Thư trên trang mạng của chúng tôi): elections.tarrantcounty.com/ballotbymail

Information by phone: Tarrant County Elections Administration, 817-831-8683
(Información por teléfono): (Administración de Elecciones del Condado de Tarrant 817-831-8683)
(Thông tin qua điện thoại) (Điều Hành Bầu Cử Quận Tarrant, 817-831-8683)

Applications for a Ballot by Mail must be submitted between January 1, 2023 and April 25, 2023 by mail, fax or email to:
Note: effective December 1, 2017 - If an Application for Ballot by Mail is submitted by fax or e-mail the original application must also be mailed and received by the Early Voting Clerk no later than the 4th business day after receipt of the faxed or e-mailed copy.

(Solicitudes para una Boleta por Correo pueden ser sometidas entre el 1 de Enero de 2023 y 25 de Abril de 2023 por correo, fax o por correo electrónico a:

Nota: efectivo el 1 de Diciembre de 2017 - Si una solicitud de boleta por correo se envía por fax o por correo electrónico la solicitud original también debe ser enviada por correo y recibida por el Secretario de Votación Anticipada no más tarde del cuarto día hábil después de recibir la copia enviada por fax o por correo electrónico.)

(Đơn xin lá phiếu bầu qua thư phải được gửi vào giữa Ngày 1 Tháng 1, Năm 2023 và Ngày 25 Tháng 4, Năm 2023 bằng thư, fax hoặc email đến:
Lưu ý: có hiệu lực từ ngày 1 tháng 12 năm 2017 - Nếu Đơn Xin Lá Phiếu bầu qua thư được gửi bằng fax hoặc e-mail, đơn xin bản gốc cũng phải được gửi bằng thư đến và nhận bởi Thư Ký Phụ Trách Bỏ Phiếu Sớm không muộn hơn ngày làm việc thứ tư kể từ ngày nhận được bản sao từ fax hoặc e-mail.)

Early Voting Clerk (Secretario De Votación Adelantada) (Nhân Viên Phụ Trách Bỏ Phiếu Sớm)
PO Box 961011
Fort Worth TX 76161-0011
Fax: 817-850-2344
Email: votebymail@tarrantcountytx.gov

Joint General and Special Elections - May 6, 2023
7:00 am - 7:00 pm
Elecciones Generales Conjuntas y Especiales - 6 de mayo de 2023
Kết Hợp Tổng Tuyển Cử và Bầu Cử Đặc Biệt 6 Tháng 5, 2023

Countywide Polling Place <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	Voting Area <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	Address <i>Dirección</i> <i>Địa Chỉ</i>	City and Zip <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Myrtice and Curtis Larson Elementary School	Library	2620 Avenue K	Grand Prairie, TX 75050
Asia Times Square	Hallway	2625 West Pioneer Parkway	Grand Prairie, TX 75051
James Starrett Elementary School	Main Hall	2675 Fairmont Drive	Grand Prairie, TX 75052
Anna May Daulton Elementary School	Library	2607 North Grand Peninsula Drive	Grand Prairie, TX 75054
Kenneth Davis Elementary School	Library	900 Eden Road	Arlington, TX 76001
R. F. Patterson Elementary School	Cafeteria	6621 Kelly Elliott Road	Arlington, TX 76001
Janet Brockett Elementary School	Cafeteria	810 Dove Meadows Drive	Arlington, TX 76002
MISD Student Nutrition Department	Auditorium	1151 Mansfield Webb Road	Arlington, TX 76002
Dora E. Nichols Junior High School	Fine Arts Hallway	2201 Ascension Boulevard	Arlington, TX 76006
Elzie Odom Athletic Center	Upstairs Hallway	1601 Northeast Green Oaks Boulevard	Arlington, TX 76006
Sherrod Elementary School	Gymnasium	2626 Lincoln Drive	Arlington, TX 76006
Arlington ISD Dan Dipert Career & Technical Center	Seminar Rooms 1 and 2	2101 Browning Drive	Arlington, TX 76010
Meadowbrook Recreation Center	Meeting Room	1400 Dugan Street	Arlington, TX 76010
Tarrant County Sub-Courthouse in Arlington	1st Floor Meeting Space	700 East Abram Street	Arlington, TX 76010
John Webb Elementary School	Gym	1300 North Cooper Street	Arlington, TX 76011
Berta May Pope Elementary School	Gym	901 Chestnut Drive	Arlington, TX 76012
Shackelford Junior High School	Library	2000 North Fielder Road	Arlington, TX 76012
Bailey Junior High School	Library	2411 Winewood Lane	Arlington, TX 76013
C. C. Duff Elementary School	Front Foyer	3100 Lynnwood Drive	Arlington, TX 76013
South Davis Elementary School	Library Hallway	2001 South Davis Drive	Arlington, TX 76013
Atherton Elementary School	Stem Lab	2101 Overbrook Drive	Arlington, TX 76014
Bob Duncan Center	Art Room	2800 South Center Street	Arlington, TX 76014
Floyd Gunn Junior High School / Fine Arts and Dual Language Academy	Library	3000 South Fielder Road	Arlington, TX 76015
Charles W. Young Junior High School	North Gym	3200 Woodside Drive	Arlington, TX 76016
Miller Elementary School	Gym	6401 West Pleasant Ridge Road	Arlington, TX 76016
Ruth Ditto Elementary School	Cafeteria	3001 Quail Lane	Arlington, TX 76016
Dalworthington Gardens City Hall	Council Chambers	2600 Roosevelt Drive	Dalworthington Gardens, TX 76016
City of Arlington South Service Center	Training / Meeting Room	1100 Southwest Green Oaks Boulevard	Arlington, TX 76017
Dean P. Corey Academy of Fine Arts and Dual Language	Front Lobby, Cafeteria	5200 Kelly Elliott Road	Arlington, TX 76017

Joint General and Special Elections - May 6, 2023
7:00 am - 7:00 pm
Elecciones Generales Conjuntas y Especiales - 6 de mayo de 2023
Kết Hợp Tổng Tuyển Cử và Bầu Cử Đặc Biệt 6 Tháng 5, 2023

Countywide Polling Place <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	Voting Area <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	Address <i>Dirección</i> <i>Địa Chỉ</i>	City and Zip <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Truett Boles Junior High School	Gym A	3900 Southwest Green Oaks Boulevard	Arlington, TX 76017
Ferguson Education Center	Front Lobby Foyer	600 Southeast Green Oaks Boulevard	Arlington, TX 76018
Fitzgerald Elementary School	Lobby	5201 Creek Valley Drive	Arlington, TX 76018
L. R. Bebensee Elementary School	Cafeteria	5900 Inks Lake Drive	Arlington, TX 76018
Azle ISD Instructional Support Center	Classroom	483 Sandy Beach Road, Suite C	Azle, TX 76020
Pat May Center	Meeting Room D2	1849-B Central Drive	Bedford, TX 76022
Precinct One Garage	Main Conference Room	800 East Rendon Crowley Road	Burleson, TX 76028
Tarver Rendon Elementary School	Main Hallway Downstairs, Foyer	6065 Retta Mansfield Road	Burleson, TX 76028
Colleyville Public Library	Second Floor	110 Main Street	Colleyville, TX 76034
Crouch Event Center in Bicentennial Park	Live Oak Room	900 East Glendale Street	Crowley, TX 76036
Crowley 9th Grade Campus	Library	1016 FM 1187	Crowley, TX 76036
Bill R. Johnson CTE Center	Meeting Room 117	4500 Longhorn Trail	Fort Worth, TX 76036
Eules Family Life Senior Center	Activity Room #3	300 West Midway Drive	Eules, TX 76039
St. John Missionary Baptist Church	Family Center	3324 House Anderson Road	Eules, TX 76040
Grapevine Public Library	Library Program Room	1201 Municipal Way	Grapevine, TX 76051
Legacy Learning Center Northwest ISD	L112 and L113	501 School House Road	Haslet, TX 76052
Sendera Ranch Elementary School	Gym	1216 Diamondback Lane	Haslet, TX 76052
Brookside Center	Main Room	1244 Brookside Drive	Hurst, TX 76053
Kennedale Community Center	Community Center	316 West 3rd Street	Kennedale, TX 76060
Donna Shepard Leadership Academy	Gym One	1280 FM Road 1187	Mansfield, TX 76063
J. L. Boren Elementary School	Library	1401 Country Club Drive	Mansfield, TX 76063
Mansfield Sub-Courthouse	1st Floor Meeting Space	1100 East Broad Street	Mansfield, TX 76063
Vernon Newsom Stadium	Community Room	3700 East Broad Street	Mansfield, TX 76063
Southlake Town Hall	3rd Floor Training Rooms 3B - 3D	1400 Main Street	Southlake, TX 76092
Greenway Church	Lobby and Hallway	1816 Delga Street	Fort Worth, TX 76102
Tarrant County Plaza Building	3rd Floor Conference Room	201 Burnett Street	Fort Worth, TX 76102
Trinity Terrace	Chisholm Room	1600 Texas Street	Fort Worth, TX 76102
Christ Cathedral Church	Event Center	3201 Purington Avenue	Fort Worth, TX 76103
Sagamore Hill Elementary School	Hallway in front of Library and Computer Lab	701 South Hughes Avenue	Fort Worth, TX 76103

Joint General and Special Elections - May 6, 2023
7:00 am - 7:00 pm
Elecciones Generales Conjuntas y Especiales - 6 de mayo de 2023
Kết Hợp Tổng Tuyển Cử và Bầu Cử Đặc Biệt 6 Tháng 5, 2023

Countywide Polling Place <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	Voting Area <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	Address <i>Dirección</i> <i>Địa Chỉ</i>	City and Zip <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Victory Temple Worship Center	Fellowship Hall	2001 Oakland Boulevard	Fort Worth, TX 76103
Carroll Peak Elementary School	Cafeteria	1201 East Jefferson Avenue	Fort Worth, TX 76104
Community Christian Church Education Building	Conference Room	1720 Vickery Boulevard East	Fort Worth, TX 76104
Fire Station Community Center	Westside of Gymnasium	1601 Lipscomb Street	Fort Worth, TX 76104
Kingdom Manifesters Church	Sanctuary	2401 McCurdy Street	Fort Worth, TX 76104
Morningside Elementary School	Auditorium	2601 Evans Avenue	Fort Worth, TX 76104
Southside Community Center	Hazel B	959 East Rosedale Street	Fort Worth, TX 76104
Van Zandt-Guinn Elementary School	Cafeteria	600 Kentucky Avenue	Fort Worth, TX 76104
D. McRae Elementary School	Gym	3316 Avenue N	Fort Worth, TX 76105
S. S. Dillow Elementary School	Cafeteria, Hallway	4000 Avenue N	Fort Worth, TX 76105
William M. McDonald YMCA	Youth Zone B	2701 Moresby Street	Fort Worth, TX 76105
Diamond Hill/Jarvis Branch Library	Meeting Room	1300 Northeast 35th Street	Fort Worth, TX 76106
Iglesia Palabra de Amor	Dining Area	3402 Northwest 28th Street	Fort Worth, TX 76106
Como Community Center	Multi-Purpose Rooms 4 and 5	4660 Horne Street	Fort Worth, TX 76107
International Newcomer Academy	Gym	3813 Valentine Street	Fort Worth, TX 76107
Jo Kelly School	Gym	201 North Bailey Avenue	Fort Worth, TX 76107
North Hi Mount Elementary School	Gym	3801 West 7th Street	Fort Worth, TX 76107
Blue Haze Elementary School	Multi-Purpose Room	601 Blue Haze Drive	Fort Worth, TX 76108
Lakeside Town Hall Community Center	Court Council and Community Rooms	9830 Confederate Park Road	Lakeside, TX 76108
White Settlement Public Library	Community Classroom	8215 White Settlement Road	White Settlement, TX 76108
McLean 6th Grade School	Auditorium	3201 South Hills Avenue	Fort Worth, TX 76109
Southcliff Baptist Church	Main Campus Concourse	4100 Southwest Loop 820	Fort Worth, TX 76109
Southwest Regional Library	Meeting Room	4001 Library Lane	Fort Worth, TX 76109
Tanglewood Elementary School	Cafeteria	3060 Overton Park Drive West	Fort Worth, TX 76109
E. M. Daggett Elementary School	Gym	958 Page Avenue	Fort Worth, TX 76110
George C. Clarke Elementary School	Gym	3300 South Henderson Street	Fort Worth, TX 76110
Lily B. Clayton Elementary School	Cafeteria	2000 Park Place Avenue	Fort Worth, TX 76110
R. L. Paschal High School	Gus Bates Lobby	2911 Forest Park Boulevard	Fort Worth, TX 76110
Richard J. Wilson Elementary School	Gym	900 West Fogg Street	Fort Worth, TX 76110

Joint General and Special Elections - May 6, 2023
7:00 am - 7:00 pm
Elecciones Generales Conjuntas y Especiales - 6 de mayo de 2023
Kết Hợp Tổng Tuyển Cử và Bầu Cử Đặc Biệt 6 Tháng 5, 2023

Countywide Polling Place <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	Voting Area <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	Address <i>Dirección</i> <i>Địa Chỉ</i>	City and Zip <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Victory Forest Community Center	Gym	3427 Hemphill Street	Fort Worth, TX 76110
Worth Heights Community Center	Activity Room 4	3551 New York Avenue	Fort Worth, TX 76110
Worth Heights Elementary School	Library	519 East Butler Street	Fort Worth, TX 76110
Andrew "Doc" Session Community Center	Activity Room	201 South Sylvania Avenue	Fort Worth, TX 76111
Oakhurst Elementary School	Gym	2700 Yucca Avenue	Fort Worth, TX 76111
Riverside Applied Learning Center	Gym	3600 Fossil Drive	Fort Worth, TX 76111
Riverside Community Center	Meeting Room	3700 East Belknap Street	Fort Worth, TX 76111
Springdale Elementary School	Auditorium	3207 Hollis Street	Fort Worth, TX 76111
Versia L. Williams Elementary School	Room 102	901 Baurline Street	Fort Worth, TX 76111
All Peoples Church Unitarian Universalist	Fellowship Hall	1959 Sandy Lane	Fort Worth, TX 76112
Atwood McDonald Elementary School	Gym	1850 Barron Lane	Fort Worth, TX 76112
East Regional Library	Meeting Room	6301 Bridge Street	Fort Worth, TX 76112
Eastern Hills High School	Main Lobby	5701 Shelton Street	Fort Worth, TX 76112
Handley-Meadowbrook Community Center	Multi-Purpose 2	6201 Beaty Street	Fort Worth, TX 76112
Legacy Fellowship Church	Fellowship Hall	5320 Norma Street	Fort Worth, TX 76112
Martin Luther King Community Center	Activity Room	5565 Truman Drive	Fort Worth, TX 76112
Paul Laurence Dunbar High School	Front Foyer	5700 Ramey Avenue	Fort Worth, TX 76112
St. Matthew United Methodist Church	Fellowship Hall	2414 Hitson Lane	Fort Worth, TX 76112
River Oaks Annex	Annex Building - Lobby	4900 River Oaks Boulevard	River Oaks, TX 76114
River Oaks United Methodist Church	Fellowship Hall	4800 Ohio Garden Road	River Oaks, TX 76114
Sansom Park City Hall	Council Chambers	5705 Azle Avenue	Sansom Park, TX 76114
Westworth Village City Hall	Community Room	311 Burton Hill Road	Westworth Village, TX 76114
Carter Park Elementary School	Auditorium	1204 East Broadus Avenue	Fort Worth, TX 76115
Hubbard Heights Elementary School	Auditorium	1333 West Spurgeon Street	Fort Worth, TX 76115
James Avenue Service Center	Large Breakroom	5001 James Avenue	Fort Worth, TX 76115
Country Inn & Suites	Meeting Room	2730 South Cherry Lane	Fort Worth, TX 76116
Harvest United Methodist Church	Fellowship Hall	6036 Locke Avenue	Fort Worth, TX 76116
Luella Merrett Elementary School	Hallway	7325 Kermit Avenue	Fort Worth, TX 76116
R. D. Evans Community Center	Dance Room or Multi-Purpose Room	3242 Lackland Road	Fort Worth, TX 76116

Joint General and Special Elections - May 6, 2023
7:00 am - 7:00 pm
Elecciones Generales Conjuntas y Especiales - 6 de mayo de 2023
Kết Hợp Tổng Tuyển Cử và Bầu Cử Đặc Biệt 6 Tháng 5, 2023

Countywide Polling Place <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	Voting Area <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	Address <i>Dirección</i> <i>Địa Chỉ</i>	City and Zip <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Haltom City Library	Adult Education Room	4809 Haltom Road	Haltom City, TX 76117
Haltom City Senior Center	Multi-Purpose Room	3201 Friendly Lane	Haltom City, TX 76117
First Baptist Hurst at the Trails	Gym	9208 Trammel Davis Road	Fort Worth, TX 76118
Richland Hills City Hall	Council Chambers	3200 Diana Drive	Richland Hills, TX 76118
A. M. Pate Elementary School	Foyer	3800 Anglin Drive	Fort Worth, TX 76119
Beth Eden Missionary Baptist Church	Gymnasium	3208 Wilbarger Street	Fort Worth, TX 76119
Bradley Center	Main Area Room	2601 Timberline Drive	Fort Worth, TX 76119
Charles F. Griffin Building	Early Voting Room	3212 Miller Avenue	Fort Worth, TX 76119
Glen Park Elementary School	Gym	3601 Pecos Street	Fort Worth, TX 76119
Sunrise-McMillian Elementary School	Gym	3409 Stalcup Road	Fort Worth, TX 76119
W. M. Green Elementary School	Gym	4612 David Strickland Road	Fort Worth, TX 76119
Lowery Road Elementary School	Music Room #158	7600 Lowery Road	Fort Worth, TX 76120
Meadowcreek Elementary School	Gym	2801 Country Creek Lane	Fort Worth, TX 76123
North Crowley High School	Auditorium Lobby	9100 South Hulen Street	Fort Worth, TX 76123
Blue Mound Community Center	Community Center	1824 Fagan Drive	Blue Mound, TX 76131
Chisholm Ridge Elementary School	Hallway	8301 Running River Lane	Fort Worth, TX 76131
Northbrook Elementary School	Gym	2500 Cantrell Sansom Road	Fort Worth, TX 76131
Sonny and Allegra Nance Elementary School	Cafeteria	701 Tierra Vista Way	Fort Worth, TX 76131
Oakmont Elementary School	Cafeteria and Hallway	6651 Oakmont Trail	Fort Worth, TX 76132
Bruce Shulkey Elementary School	Cafeteria	5533 Whitman Avenue	Fort Worth, TX 76133
Genesis United Methodist Church	Commons	7635 South Hulen Street	Fort Worth, TX 76133
Southwest Sub-Courthouse	Early Voting Room	6551 Granbury Road	Fort Worth, TX 76133
St. Matthew's Lutheran Church	Fellowship Hall or Narthex/Lobby	5709 Wedgwood Drive	Fort Worth, TX 76133
Trinity Cumberland Presbyterian Church	Front Foyer	7120 West Cleburne Road	Fort Worth, TX 76133
Westminster Presbyterian Church	Fellowship Hall	7001 Trail Lake Drive	Fort Worth, TX 76133
Edgecliff Village Community Center	Community Center	1605 Edgecliff Road	Edgecliff Village, TX 76134
Greenbriar Elementary School	Library	1605 Grady Lee Street	Fort Worth, TX 76134
Highland Hills Community Center	Multi-Purpose Room	1600 Glasgow Road	Fort Worth, TX 76134
New Hope Fellowship	Fellowship Hall	6410 South Freeway	Fort Worth, TX 76134

Joint General and Special Elections - May 6, 2023
7:00 am - 7:00 pm
Elecciones Generales Conjuntas y Especiales - 6 de mayo de 2023
Kết Hợp Tổng Tuyển Cử và Bầu Cử Đặc Biệt 6 Tháng 5, 2023

Countywide Polling Place <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	Voting Area <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	Address <i>Dirección</i> <i>Địa Chỉ</i>	City and Zip <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Parkway Elementary School	Cafeteria	1320 West Everman Parkway	Fort Worth, TX 76134
St. Luke Cumberland Presbyterian Church	Narthex	1404 Sycamore School Road	Fort Worth, TX 76134
Sheriff's Office North Patrol Division	Community Room	6651 Lake Worth Boulevard	Lake Worth, TX 76135
Bluebonnet Elementary School	Gym	7000 Teal Drive	Fort Worth, TX 76137
Hillwood Middle School	Lobby Outside Gym	8250 Parkwood Hill Boulevard	Fort Worth, TX 76137
Summerglen Branch Library	Meeting Room	4205 Basswood Boulevard	Fort Worth, TX 76137
Forest Hill Civic & Convention Center	Room 101	6901 Wichita Street	Forest Hill, TX 76140
Watauga City Hall	Lobby	7105 Whitley Road	Watauga, TX 76148
Candlewood Suites Hotel	Blue Room	4200 Reggis Court	Fort Worth, TX 76155
J. P. Elder Middle School	Library	709 Northwest 21st Street	Fort Worth, TX 76164
M. G. Ellis	Gym / Auditorium	215 Northeast 14th Street	Fort Worth, TX 76164
Northside Community Center	Banquet Hall	1100 Northwest 18th Street	Fort Worth, TX 76164
Eagle Mountain Elementary School	Cafeteria	9700 Morris Dido Newark Road	Fort Worth, TX 76179
Eagle Mountain-Saginaw ISD Annex, Building 1	Training Room	1200 North Old Decatur Road	Fort Worth, TX 76179
Northwest Branch Library	Meeting Room	6228 Crystal Lake Drive	Fort Worth, TX 76179
John Ed Keeter Public Library	Back Seating / Study Area	355 West McLeroy Boulevard	Saginaw, TX 76179
North Richland Hills Public Library	Community Room	9015 Grand Avenue	North Richland Hills, TX 76180
Former Bursey Road Senior Adult Center	Main Room	7301 Bursey Road	North Richland Hills, TX 76182
Golden Triangle Branch Library	Meeting Rooms A and B	4264 Golden Triangle Boulevard	Fort Worth, TX 76244
Lone Star Elementary School	Lobby	4647 Shiver Road	Fort Worth, TX 76244
Woodland Springs Elementary School	Lobby	12120 Woodland Springs Drive	Fort Worth, TX 76244
Keller Town Hall	Room 212	1100 Bear Creek Parkway	Keller, TX 76248
John M. Tidwell Middle School	PE Gym - 1502	3937 Haslet-Roanoke Road	Roanoke, TX 76262
Trophy Club Town Hall	EOC Room	1 Trophy Wood Drive	Trophy Club, TX 76262

By the signatures on the attached pages, the Contracting Officer and the representative of each entity warrant and represent that they are authorized to enter into this Contract.

WITNESS THE FOLLOWING SIGNATURES AND SEAL ON THE DATE SHOWN BELOW:

City of Watauga

Arthur L. Miner
Mayor

Date _____

The State of Texas §
County of Tarrant §

Before me, the undersigned authority, on this day personally appeared Arthur L. Miner, known to me to be the persons whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and consideration therein expressed. Given under my hand and seal of office on this the ____ day of _____, 20 .

(Seal)

Signature of Notary



AGENDA MEMORANDUM

DATE: February 17, 2023

TO: Honorable City Council Members

FROM: Randy Richards, CFM, Assistant Director of Public Works

SUBJECT: **SUP.23-01:** Public hearing to receive comments for or against a request for a specific use permit for the property established at 6600 Denton Highway Suite #200, Lot B2R, Block 4, of the Greenfield Village Addition, located north of Greenfield Drive east of Denton Highway and west of Chapman Road; and consider action on the final report recommending to Council to allow for a massage establishment in a General Business (GB) zoning district. Owner, Nikki Cee LLC. Applicant/agent, Josephine Bacon.

BACKGROUND/INFORMATION:

The City of Watauga Code of Ordinance, Chapter 22. Licenses, Permits and Business Regulations. Article VI. Massage Establishments. Division 1. Sec. 22-229 Zoning Requirements states it shall be unlawful for any massage establishment to be operated in any section of the city in violation of chapter 115, Zoning. All applications for compliance with this article shall be considered as an application under a "special use" requirement of chapter 115, Zoning, at the time of making an application for a license.

Once zoning approval is properly secured, a Massage Establishment Permit/License can be acquired after filing an application with the City Secretary. The applicant, Josephine Bacon, has submitted an application to allow for the use of massage and reflexology in a General Business (GB) zoning district, as an added element to her business, which currently has a certificate of occupancy in the City of Watauga and is known as B.E. Bootcamp and Fitness. The business is located at 6600 Denton Highway Suite #200 in the Parkridge Plaza Shopping Center.

Texas Local Government Code 211.007(b) requires the City Council to consider a final report prior to approving changes to the City's Zoning Ordinance. The Public Hearing Notice was duly posted and published by the City Secretary's Office on February 22, 2023 in the Fort Worth Star Telegram. In accordance with Sec. 115-35 (c)(3)(b), written notice of the public hearing on the proposed changes was sent to all owners of property, or to the person rendering the same for city taxes, located within 200 feet of any property affected thereby, within not less than ten days before such hearing being held.



AGENDA MEMORANDUM

The use is consistent in the context of the Local Office/Retail/Commercial description of the Future Land Use Plan and compatible with existing land uses.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

The Planning and Zoning Commission and City staff respectfully recommend consideration of comments received during the public hearing of the final report and approval of the ordinance during the March 13, 2023, City Council Regular meeting.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. FINAL Report SUP. 23-01 - 6600 Denton Hwy #200 - JG
2. ORDINANCE - SUP.23-XXX - Massage Establishment - 6600 Denton Hwy Ste 200
3. Exhibit "A" - 6600 Denton Hwy Suite 200-Site Plan

REVIEWED BY:

David Berman, City Attorney

Randy Richards, CFM, Assistant Director of Public Works

Paul Hackleman, Director of Public Works

Joshua Jones, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 3/6/2023

Approved - 3/7/2023

Approved - 3/7/2023

Approved - 3/7/2023

Final Approval - 3/7/2023

FINAL REPORT

DATE: March 6, 2023

TO: City Council Members

FROM: Randy Richards, Assistant Public Works Director

SUBJECT: **SUP.23-01:** Recommendation to accept request for a specific use permit, for 6600 Denton Highway Suite #200, Lot B2R, Block 4, of the Greenfield Village Addition, commonly known as Parkridge Plaza, to allow for a massage establishment in a General Business (GB) zoning district.

BACKGROUND/INFORMATION:

Texas Local Government Code 211.007(b) requires the Planning & Zoning Commission make a preliminary report prior to the governing body approving changes to the City's Zoning Ordinance. In accordance with Code of Ordinances Sec. 115-35 (c)(3)(c), the commission, after the public hearing is closed, shall prepare its final report on the requested change stating its findings, its evaluation of the request and the relationship of the request to the adopted city plan, and its recommendation thereon. As such, this document now serves as the final report.

The City of Watauga requires any person, firm or corporation who wishes to operate a massage establishment to obtain approval under Chapter 115, Zoning of the Code of Ordinances. Once zoning approval is properly secured, a Massage Establishment Permit/License can be acquired after filing application with the City Secretary.

The applicant, Josephine Bacon is requesting for the specific use permit to allow for a reflexology and massage establishment in a General Business (GB) zoning district. Ms. Bacon currently occupies this space for a health and fitness service, known as B.E. Bootcamp. The request is consistent with the surrounding districts allowing for Local Office/Retail/Commercial development and meets the future land use plan. The subject property is located north of Greenfield Drive east of Denton Highway and west of Chapman Road. Owner, Nikki Cee LLC.

During staff review of existing regulations, items considered, and steps taken include:

- The site plan requirements were met as stated in Sec. 115-115 as the location is an existing structure in which no structural alterations are to be made.
- Sec. 115-33. Specific Use Permit. (b) *Amendment to the zoning ordinance*. Every specific use permit granted under these provisions shall be considered as an amendment to the zoning ordinance as applicable to such property under construction but shall not be considered as being a permanent change in zoning.
- Staff reviewed the consistency of the request with the Comprehensive Plan. B.E. Bootcamp and Fitness currently occupies Suite #200 of the Parkridge Shopping

FINAL REPORT

Center. Neighboring uses in the shopping center include retail, finance, restaurant, and massage therapy. Surrounding properties include shopping centers, auto sales and single-family homes.

- One sign has been erected on the property which contains a notice of hearing and telephone number of staff from whom dates may be obtained.

CURRENT ACTIVITY:

A Planning and Zoning Application for a Specific Use Permit was submitted to Development Services and once all requirements were satisfied, notice was published in the Fort Worth Star Telegram on January 30, 2023, for the February 15, 2023, Public Hearing of the Planning and Zoning Commission.

Legal Notice was also published in the Fort Worth Star Telegram on February 22, 2023 for the March 13, 2023 Public hearing of the City Council. Currently, one (1) written comment has been submitted and is attached to this report for Council review.

In accordance with State law, property owners received the public notice due to public records available through Tarrant Appraisal District which reflect they are the owner(s) of one or more parcels within two hundred (200) feet of the subject property. A site map was also attached for their information.

Staff considered the following criteria for the amendment:

The City's Comprehensive Plan enacted a Guiding Principle for Land Use, which is to "ensure that future development is orderly and efficient, compatible with existing land uses and enhances the overall quality of life.", referenced in the Executive Summary, page (v.).

The proposed amendment is also consistent with the surrounding neighborhoods and uses in accordance with the general regulations of Chapter 211 of Texas Local Government Code: promoting the public health, safety, morals, or general welfare and protecting and preserving places and areas of historical, cultural, or architectural importance or significance.

RECOMMENDATION/ACTION DESIRED:

During the Planning and Zoning Commission Regular Meeting held Wednesday, February 15, 2023, the commission members approved the following item for recommendation to City Council, following a public hearing:

SUP.23-01: Consider action on a preliminary report concerning a request for a specific use permit, for 6600 Denton Highway Suite #200, Lot B2R, Block 4, of the Greenfield Village Addition, to allow for a massage establishment in a General Business (GB) zoning district. The subject property is located north of Greenfield Drive east of Denton Highway and west of Chapman Road. Owner, Nikki Cee LLC. Applicant/agent,

FINAL REPORT

Josephine Bacon.

Member Giles made motion to approve the item as presented. Member Adams seconded the motion. Chairperson Isbell called for discussion and hearing none, called for a vote. Members present voting as follows:

AYES:	Arend, Adams, Giles, Gehle
NAYS:	None
ABSENT:	McCauley-Blackburn
ABSTAIN:	None

The motion carried 4-0-1-0.

The Watauga Planning and Zoning Commission, along with City staff, respectfully recommend the City Council accept the proposed specific use permit as included in the final report. The Commission's Final Report includes the (1) one response received to date in response to the public notices mailed to owners of one or more parcels within two hundred (200) feet of the subject property. The final report as filed with the City Secretary's Office on March 6, 2023, is scheduled to be considered upon conclusion of the public hearing to be held during the City Council regular meeting for March 13, 2023, at 6:30 p.m. on the proposed zoning change.

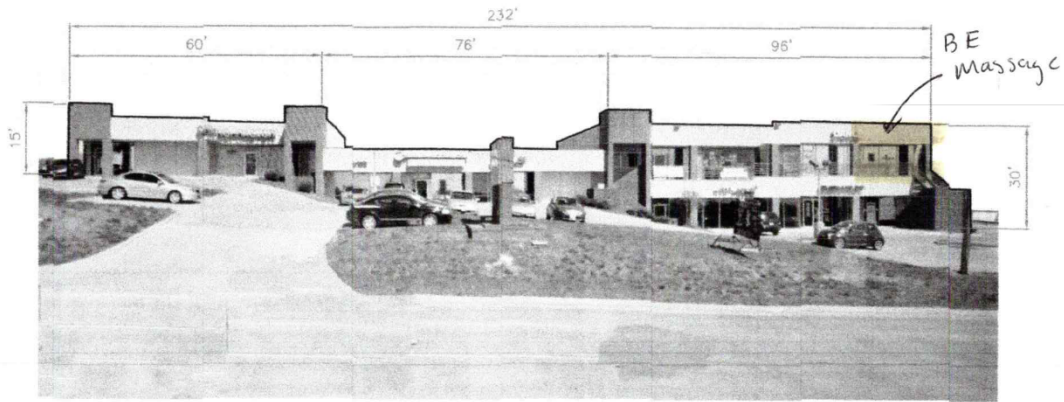
ATTACHMENTS/ SUPPORTING DOCUMENTATION:

Property Survey/Site Plan

Public Hearing Notice, One (1) Response Received to Date

Recommendation of the Planning and Zoning Commission

FINAL REPORT



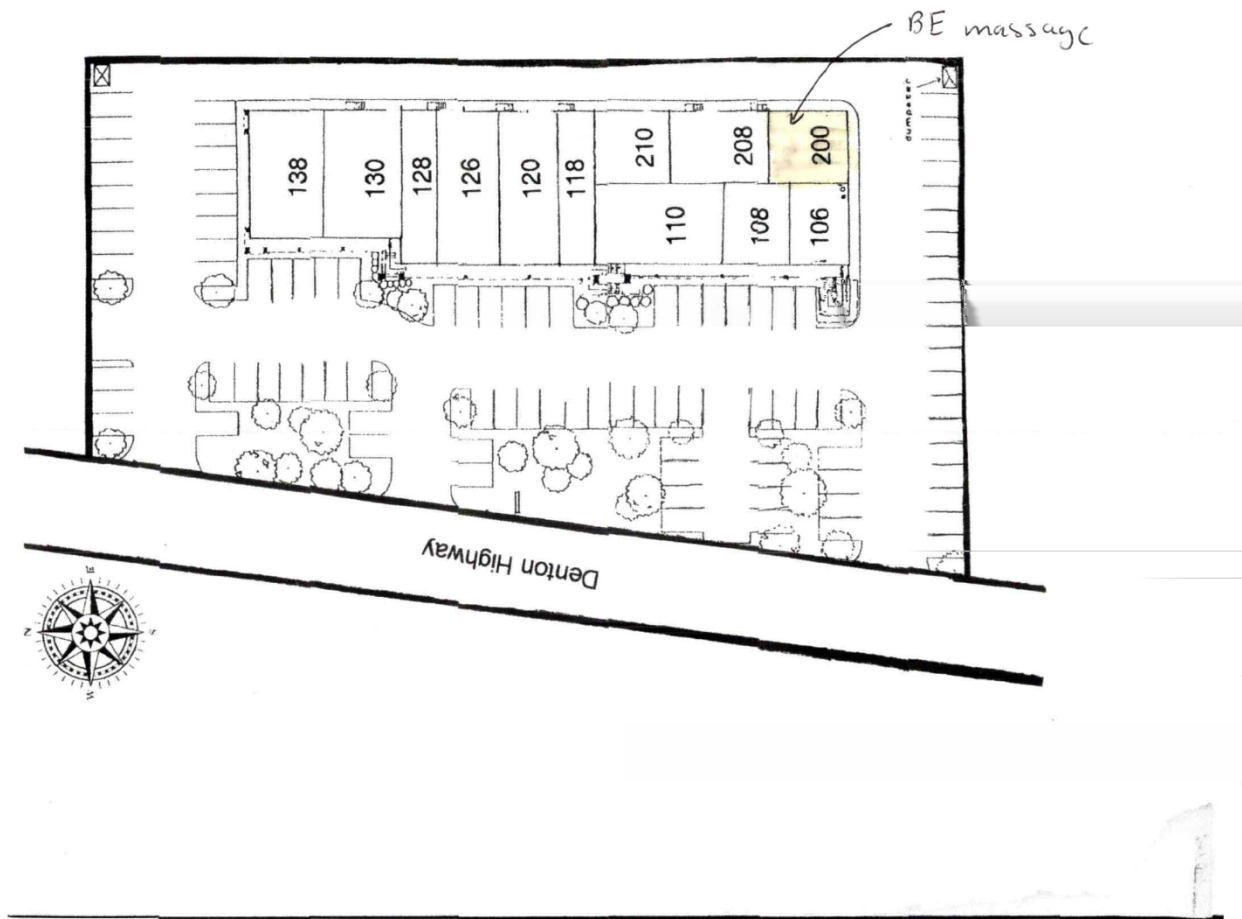
Parkridge Plaza
6600 Denton Highway
Greenfield Village Addition Block 4 LotB2R
Owner: Nikki Cee, LLC
Zoned: Local Business (LB)

WEST ELEVATION
NOT TO SCALE



VICINITY MAP
NOT TO SCALE

FINAL REPORT



FINAL REPORT

To: City of Watauga, Texas

From:

Greenfield Square Shopping Center
6500 N Denton Hwy

(Address of Your Property that Could Be Impacted by this Request)

RE SUP.23-01: Consider action on a preliminary report concerning a request for a specific use permit, for 6600 Denton Highway Suite #200, Lot B2R, Block 4, of the Greenfield Village Addition, to allow for a massage establishment in a General Business (GB) zoning district. The subject property is located north of Greenfield Drive east of Denton Highway and west of Chapman Road. Owner, Nikki Cee LLC. Applicant/agent, Josephine Bacon.

☐

I RECOMMEND APPROVAL OF THE REQUEST

☒

I RECOMMEND DENIAL OF THE REQUEST

Comments: Not Sure what type of Massage Parlor
this will be. I know what has happened in
other cities that allow them to start a business
that turns into something else. NO!!!

Larry Robbins

Printed Name

2-8-2023

Date

Signature

City of Watauga
Development Services
7800 Virgil R. Anthony Sr. Blvd.
Watauga, TX 76148
<http://www.wataugatx.org>

received
2/13/23

It will
impact
Real estate
values &
bring in
crime &
bad elements
Watauga does
not need
this type
of
business!!

FINAL REPORT

Greenfield Square Partners
P.O. Box 701085
Dallas, Texas 75370

NORTH TEXAS TX P&DC
DALLAS TX 750
9 FEB 2023 PM 9 L



City of Watauga
Development Services
7800 Virgil R Anthony SR. Blvd
Watauga, Texas 76148

76148-245600



FINAL REPORT



PLANNING AND ZONING COMMISSION RECOMMENDATION TO COUNCIL

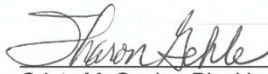
PLANNING AND ZONING MEETING: February 15, 2023

PLANNING AND ZONING CASE NO: SUP.23-01: Consider action on a preliminary report concerning a request for a specific use permit, for 6600 Denton Highway Suite #200, Lot B2R, Block 4, of the Greenfield Village Addition, to allow for a massage establishment in a General Business (GB) zoning district. The subject property is located north of Greenfield Drive east of Denton Highway and west of Chapman Road. Owner, Nikki Cee LLC. Applicant/agent, Josephine Bacon.

RECOMMEND APPROVAL OR DENIAL:
APPROVAL ☒ DENIAL ☐

COMMENTS:

(REQUIRED FOR DISAPPROVALS)


Cristy McCauley Blackburn - Secretary
Vice chair person


Karen Isbell - Chairperson

**CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2023-XXX**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS GRANTING SPECIFIC USE PERMIT SUP.23-01: MASSAGE ESTABLISHMENT AFFECTING A PORTION OF THE PROPERTY LOCATED IN GREENFIELD VILLAGE ADDITION, LOT B2R BLOCK 4, COMMONLY KNOWN AS 6600 DENTON HIGHWAY, SUITE 200 TO THE OWNER/AGENT OF SUCH PROPERTY; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; PROVIDING AN EFFECTIVE DATE; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

WHEREAS, Nikki Cee, LLC (hereinafter the “Owner”) owns property addressed as 6600 Denton Highway, Suite 200, commonly known as the Parkridge Plaza Shopping Center, located to the south of Chapman Road and east of Denton Highway and further described as Greenfield Village Addition, Lot B2R Block 4, located in the City of Watauga, Tarrant County, Texas (hereinafter, the “Property”); and

WHEREAS, the City of Watauga has adopted a comprehensive zoning ordinance providing for the development of the City (hereinafter, the “Zoning Chapter”); and

WHEREAS, the Property is presently zoned with the classification of General Business (GB) District; and

WHEREAS, Josephine Bacon, the Owner’s authorized agent, (hereinafter, the “Agent”) has made proper application to the Planning and Zoning Commission, in accordance with the Zoning Chapter, for a specific use permit (SUP) authorizing the use of said Property as a massage establishment; and

WHEREAS, a specific use permit is an amendment to zoning applicable to the property but is not a permanent change in zoning; and

WHEREAS, in granting a specific use permit, the City Council may impose on the Owner/Agent certain requirements and safeguards as are necessary to protect adjoining properties; and

WHEREAS, written notice of the Planning and Zoning public hearing on the proposed changes was sent to all owners of property, or to the person rendering the same for city taxes, affected by such proposed changes of classification, and to all owners of property, or to the person rendering the same for city taxes located within 200 feet of the Property affected thereby, in accordance with Section 115-35(c)(3)(b); of the 35 notices sent, 34 did not reply; and 1 respondent denied the request; and

WHEREAS, the Planning and Zoning Commission and the City Council of the City of Watauga have each conducted, in the time and manner and after the notice required by law, a public hearing on the application for such specific use permit; and

WHEREAS, the Planning and Zoning Commission has issued its final report hearing regarding said request for specific use permit, and the City Council now deems it appropriate to grant such requested specific use permit, subject to certain limitations, restrictions, and conditions; and

WHEREAS, the City Council of the City of Watauga finds all requirements of the Zoning Chapter pertaining to zoning map amendments have been met; and

WHEREAS, the City Council of the City of Watauga finds that adoption of this ordinance is in the interest of the general health, safety, and welfare of the community and is in general conformance with the master plan of the City; and

WHEREAS, the City Council of the City of Watauga, Texas has considered the application and the materials presented referenced herein and now deems it appropriate to grant approval of the issuance of such SUP.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Watauga, Texas that:

I.

The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

II.

The specific use granted to the Owner/Agent for the Property by this Ordinance is Specific Use Permit SUP.23-01: Massage Establishment.

III.

The Property shall be developed in accordance with the Site Plan attached hereto as **Exhibit “A”** and shall comply with the following regulations Section 115-85(c) 1, 5 and 7 of the Code of Ordinances; and additional requirements may be added to these listed herein by the planning and zoning commission and city council as deemed necessary to protect the health, safety, and general welfare of the citizens of the city:

- (1) Site plan. A site plan will be required in accordance with section 115-115, Site plan requirements.
- (5) All outdoor lighting, including parking lot lighting, shall be directional away from any property zoned or developed for residential uses.

- (7) Must provide screening and/or landscaping consisting of fences/walls, beams [berms], or a combination of such from any abutting residentially zoned property.

IV.

The Zoning District Map of City of Watauga, Texas shall be revised and amended to show the specific use permitted on the Property as provided in Section II hereof, with the appropriate reference thereon to the number and effective date of this Ordinance and a brief description of the nature of the changes.

V.

If the use authorized by the Specific Use Permit granted is not commenced within one (1) year from the date of issuance for this permit, then this permit shall become void, provided that such limitation may be extended upon application by the Owner/Agent of such property to the City Council of the City of Watauga. In the event the building, premise, or land use under the specific use permit is voluntarily vacated by the Owner/Agent for a period of no less than six months, or if such building, premise, or land is more than 50 percent destroyed by fire or other cause, the use of the same shall thereafter conform to the regulations of the original zoning.

VI.

This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Watauga, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances, except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other ordinance(s) are hereby repealed. However, to the extent this Ordinance represents any deviation from the Future Land Use Plan of the City of Watauga City Comprehensive Plan; such map is hereby amended to conform to this Ordinance.

VII.

If any section, sub-section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

VIII.

It shall be unlawful for any person to violate any provision of this Ordinance. Any person who violates, or any person who causes or allows another person to violate, any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than Two Thousand Dollars (\$2000.00). Each occurrence of any violation of this Ordinance shall constitute a separate offense. Each day in which any violation of this Ordinance occurs shall constitute a separate offense.

IX.

This Ordinance shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council and upon approval thereof by the Mayor of the City of Watauga, Texas and publication hereof as prescribed by law.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, the 13th day of March, 2023.

APPROVED:

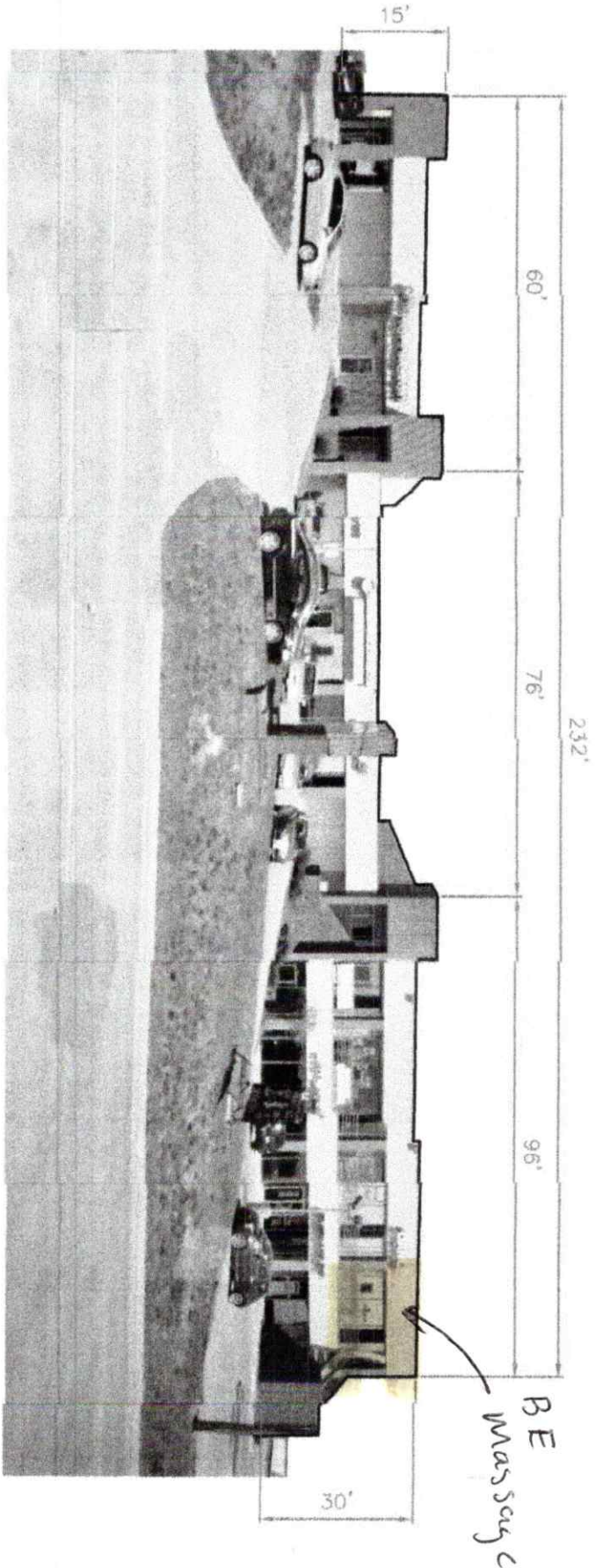
ARTHUR L. MINER, MAYOR

ATTEST:

LINDA PROSKEY, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

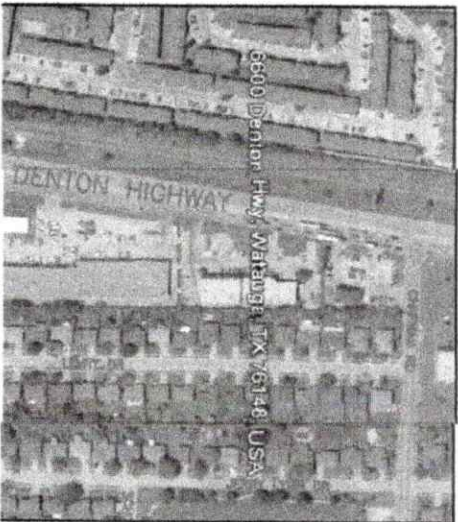
DAVID M. BERMAN, CITY ATTORNEY
NICHOLS JACKSON LLP

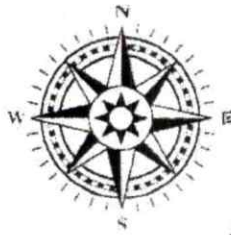


Parkridge Plaza
 6600 Denton Highway
 Greenfield Village Addition Block 4 LotB2R
 Owner: Nikki Cee, LLC
 Zoned: Local Business (LB)

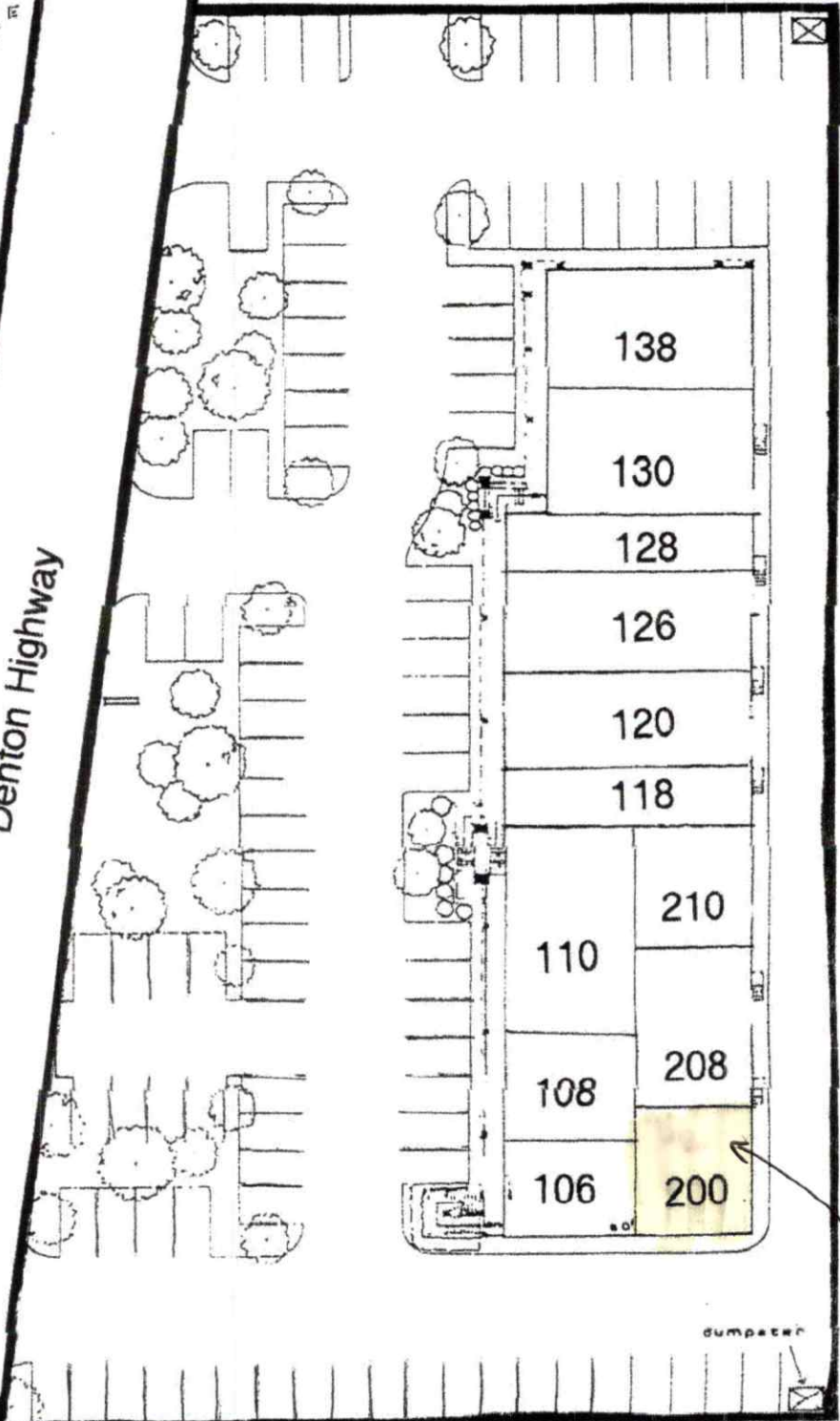
WEST ELEVATION
 NOT TO SCALE

VICINITY MAP
 NOT TO SCALE





Denton Highway



BE message



AGENDA MEMORANDUM

DATE: February 17, 2023

TO: Honorable City Council Members

FROM: Randy Richards, CFM, Assistant Director of Public Works

SUBJECT: **SUP.23-02:** Public hearing to receive comments for or against a request for a specific use permit, for property known as 6029 Plum St., Lot 2R, Block 9, of the Original Town of Watauga Addition, located north of Lamar Street south of Main Street and east of Denton Highway; and consider action on the final report recommending to Council to allow for a private school establishment in a General Business (GB) zoning district. Owner/applicant, ChristaCarol Jones.

BACKGROUND/INFORMATION:

The property, commonly known as 6029 Plum St, is currently zoned General Business (GB). The owner and applicant of the property is requesting a specific use permit to allow for a private school. The owner's current use of the property is a children's day care center which has been in operation at this location since the fall of 2018 and they wish to pursue a vision of early childhood education by transitioning to become Watauga's first private Montessori school. They shall plan to provide education for children from preschool (3-years-old) to 3rd grade. They are currently in the process of acquiring accreditation from the International Montessori Council.

The specific use permit is consistent with the surrounding districts, and meets the Comprehensive Land Use Plan.

Properties adjacent to 6029 Plum St.	Zoning	Current Land Use
North	General Business (GB)	Single-family Residential
South	Commercial (C)	Single-family Residential
East	SF-6 Single-family (SF6)	Single-family Residential
West	General Business (GB)	Contractor - plumbing

The Planning and Zoning Commission's recommendation of the final report shall go before the City Council during their regular meeting on March 13, 2023.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:



AGENDA MEMORANDUM

The Planning and Zoning Commission and City staff respectfully recommend the City Council consider the comments received during the public hearing and approval of the ordinance to allow for a private school during the March 13, 2023 regular meeting of the City Council.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. FINAL Report SUP. 23-02 - 6029 Plum St. - JG
2. ORDINANCE - SUP.23-02 - 6029 Plum St - Private School
3. Exhibit "A" - Site Plan - 6029 Plum St.
4. Narrative Statement for Jones Montessori Academy
5. IMC Code of Ethics Updated 6.2022
6. Discover Me - IMC Certification

REVIEWED BY:

David Berman, City Attorney

Randy Richards, CFM, Assistant Director of Public Works

Paul Hackleman, Director of Public Works

Joshua Jones, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 3/6/2023

Approved - 3/7/2023

Approved - 3/7/2023

Approved - 3/7/2023

Final Approval - 3/7/2023

FINAL REPORT

DATE: March 6, 2023

TO: City Council Members

FROM: Randy Richards, Assistant Public Works Director

SUBJECT: **SUP.23-02:** Recommendation to accept request for a specific use permit, for 6029 Plum St., Lot 2R, Block 9, of the Original Town of Watauga Addition, to allow for a private school establishment in a General Business (GB) zoning district.

BACKGROUND/INFORMATION:

Texas Local Government Code 211.007(b) requires the Planning & Zoning Commission make a preliminary report prior to approving changes to the City's Zoning Ordinance.

In accordance with Code of Ordinances Sec. 115-35 (c)(3)(c), the commission, after the public hearing is closed, shall prepare its final report on the requested change stating its findings, its evaluation of the request and the relationship of the request to the adopted city plan, and its recommendation thereon. As such, this document now serves as the final report.

The owner and applicant, ChristaCarol Jones is requesting for the specific use permit (SUP) to allow for a private school establishment in a General Business (GB) zoning district. Ms. Jones currently occupies this space for a daycare center for children, known as Discover Me Montessori. The request is consistent with the surrounding districts allowing for Local Office/Retail/Commercial development and meets the future land use plan. The subject property is located north of Lamar Street south of Main Street and east of Denton Highway.

During staff review of existing regulations, items considered, and steps taken include:

- The site plan requirements were met as stated in Sec. 115-115 as the location is an existing structure in which no structural alterations are to be made.
- Sec. 115-33. Specific Use Permit. (b) *Amendment to the zoning ordinance*. Every specific use permit granted under these provisions shall be considered as an amendment to the zoning ordinance as applicable to such property under construction but shall not be considered as being a permanent change in zoning.
- Staff reviewed the consistency of the request for a private school with the Comprehensive Plan. Discover Me Montessori's day care center for children has been in operation since the fall of 2018, and they are not only surrounded by single-family homes but other uses, such as church, contractors, and restaurants, to name a few.
- One sign has been erected on the property which contains a notice of hearing

FINAL REPORT

and telephone number of staff from whom dates may be obtained.

CURRENT ACTIVITY:

A Planning and Zoning Application for a Specific Use Permit was submitted to Development Services and once all requirements were satisfied, notice was published in the Fort Worth Star Telegram on January 30, 2023, for the February 15, 2023, Public Hearing of the Planning and Zoning Commission.

Legal Notice was also published in the Fort Worth Star Telegram on February 22, 2023 for the March 13, 2023 Public hearing of the City Council. Currently, one (1) written comment has been submitted and is attached to this report for Council review.

In accordance with State law, property owners received the public notice due to public records available through Tarrant Appraisal District which reflect they are the owner(s) of one or more parcels within two hundred (200) feet of the subject property. A site map was also attached for their information.

Staff considered the following criteria for the amendment:

The City's Comprehensive Plan enacted a Guiding Principle for Land Use, which is to "ensure that future development is orderly and efficient, compatible with existing land uses and enhances the overall quality of life.", referenced in the Executive Summary, page (v.).

The proposed amendment is also consistent with the surrounding neighborhoods and uses in accordance with the general regulations of Chapter 211 of Texas Local Government Code: promoting the public health, safety, morals, or general welfare and protecting and preserving places and areas of historical, cultural, or architectural importance or significance.

RECOMMENDATION/ACTION DESIRED:

During the Planning and Zoning Commission Regular Meeting to be held Wednesday, February 15, 2023, the commission members approved the following item for recommendation to City Council during their regular meeting, which followed a public hearing:

SUP.23-02: Consider action on a preliminary report concerning a request for a specific use permit, for 6029 Plum St., Lot 2R, Block 9, of the Original Town of Watauga Addition, to allow for a private school establishment in a General Business (GB) zoning district. The subject property is located north of Lamar Street south of Main Street and east of Denton Highway. Owner/applicant, ChristaCarol Jones.

Member Giles made motion to approve the item as presented. Member Gehle seconded the motion. Chairperson Isbell called for discussion and hearing none, called for a vote. Members present voting as follows:

FINAL REPORT

AYES: Arend, Adams, Giles, Gehle
NAYS: None
ABSENT: McCauley-Blackburn
ABSTAIN: None

The motion carried 4-0-1-0.

The Watauga Planning and Zoning Commission, along with City staff, respectfully recommend the City Council accept the proposed specific use permit as included in the final report. The Commission's Final Report includes the (1) one response received to date in response to the public notices mailed to owners of one or more parcels within two hundred (200) feet of the subject property. The final report as filed with the City Secretary's Office on March 6, 2023, is scheduled to be considered upon conclusion of the public hearing to be held during the City Council regular meeting for March 13, 2023, at 6:30 p.m. on the proposed zoning change.

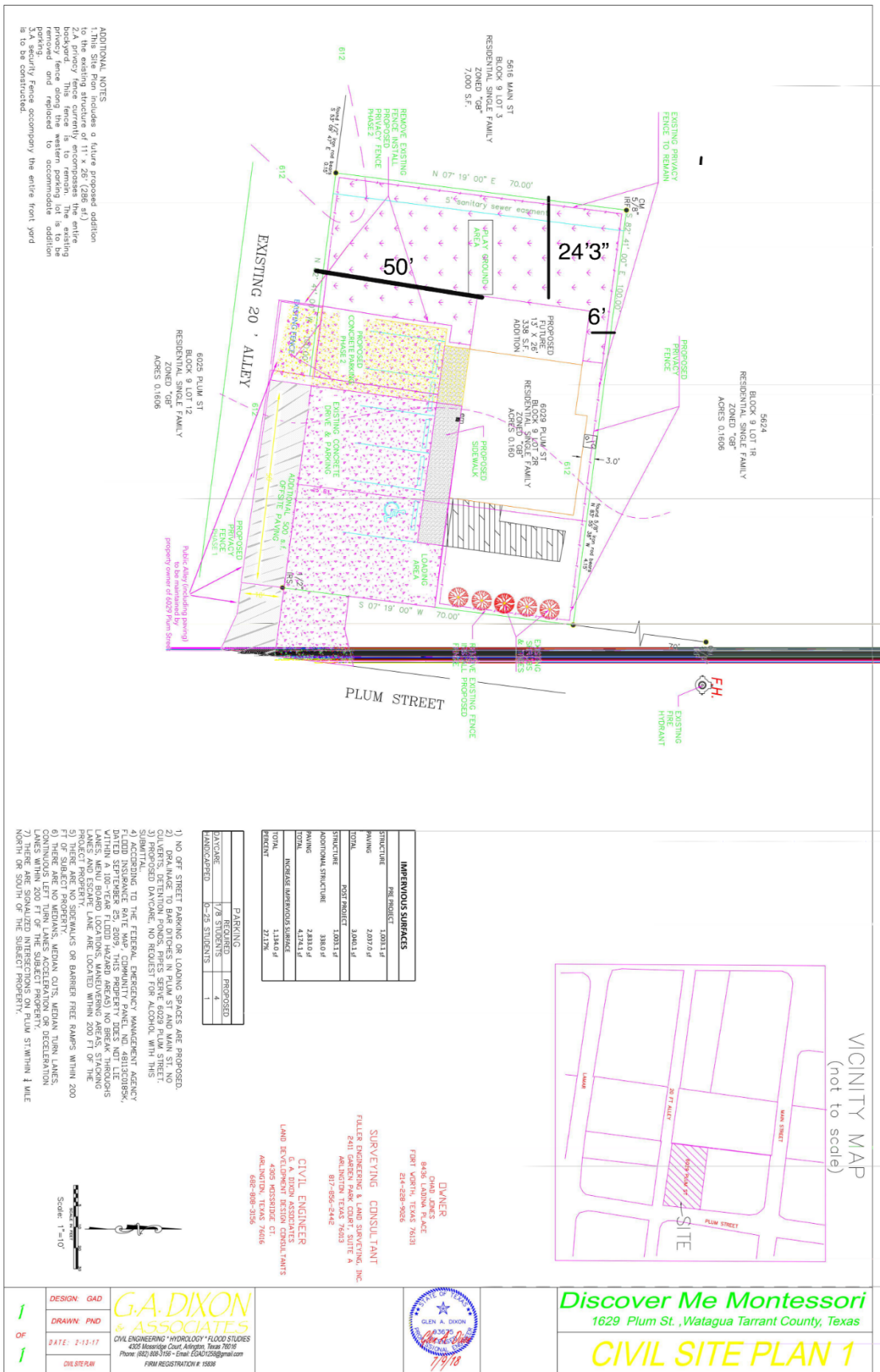
ATTACHMENTS/ SUPPORTING DOCUMENTATION:

Property Survey/Site Plan

Public Hearing Notice, One (1) Response Received to Date

Recommendation of the Planning and Zoning Commission

FINAL REPORT



FINAL REPORT

To: City of Watauga, Texas

From: Richard S. Lewis (ABC Plumbing)
5616 Main St. 76148

(Address of Your Property that Could Be Impacted by this Request)

RE: **SUP.23-02:** Consider action on a preliminary report concerning a request for a specific use permit, for 6029 Plum St., Lot 2R, Block 9, of the Original Town of Watauga Addition, to allow for a private school establishment in a General Business (GB) zoning district. The subject property is located north of Lamar Street south of Main Street and east of Denton Highway. Owner/applicant, ChristaCarol Jones.



I RECOMMEND APPROVAL OF THE REQUEST



I RECOMMEND DENIAL OF THE REQUEST

Comments: _____

Richard S. Lewis

Printed Name

[Signature]

Signature

2/8/2023

Date

City of Watauga
Development Services
7800 Virgil R. Anthony Sr. Blvd.
Watauga, TX 76148
<http://www.wataugatx.org>

received
JH 2/10/23

FINAL REPORT

ABC Plumbing
5616 Main St.
Watauga, TX 76148

NORTH TEXAS TX P&DC
DALLAS TX 750
8 FEB 2023 PM 3 L



Jeannette

City of Watauga
Development Services
7800 Virgil R. Anthony Sr. Blvd
Watauga, Tx 76148

76148-245600



FINAL REPORT



PLANNING AND ZONING COMMISSION RECOMMENDATION TO COUNCIL

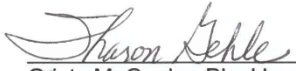
PLANNING AND ZONING MEETING: February 15, 2023

PLANNING AND ZONING CASE NO: SUP.23-02: Consider action on a preliminary report concerning a request for a specific use permit, for 6029 Plum St., Lot 2R, Block 9, of the Original Town of Watauga Addition, to allow for a private school establishment in a General Business (GB) zoning district. The subject property is located north of Lamar Street south of Main Street and east of Denton Highway. Owner/applicant, ChristaCarol Jones.

RECOMMEND APPROVAL OR DENIAL:
APPROVAL ☒ DENIAL ☐

COMMENTS:

(REQUIRED FOR DISAPPROVALS)


Cristy McCauley-Blackburn - Secretary
Vice Chairperson


Karen Isbell - Chairperson

**CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2023-XXX**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS GRANTING A SPECIFIC USE PERMIT TO ALLOW FOR A PRIVATE SCHOOL AS DESCRIBED IN PLANNING AND ZONING CASE SUP.23-02: FOR THE PROPERTY DESCRIBED AS THE ORIGINAL TOWN OF WATAUGA ADDITION, LOT 2R BLOCK 9, AND ADDRESSED AS 6029 PLUM STREET TO THE OWNERS OF PROPERTY; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; PROVIDING AN EFFECTIVE DATE; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

WHEREAS, ChristaCarol and Chad Jones (hereinafter, the “Owner/Agent”) owners of property addressed as 6029 Plum Street, located to the north of Lamar Street south of Main Street and east of Denton Highway and further described as Original Town of Watauga Addition, Lot 2R Block 9, located in the City of Watauga, Tarrant County, Texas (hereinafter, the “Property”); and

WHEREAS, ChristaCarol Jones, the Owner, (hereinafter the “Agent”) has made proper application to the Planning and Zoning Commission, in accordance with the Zoning Chapter, for a specific use permit (SUP) authorizing the use of said Property for a private school; and

WHEREAS, the City of Watauga has adopted a comprehensive zoning ordinance providing for the development of the City (hereinafter, the “Zoning Chapter”); and

WHEREAS, the Property is presently zoned with the classification of General Business (GB) District; and

WHEREAS, a specific use permit is an amendment to zoning applicable to the property but is not a permanent change in zoning; and

WHEREAS, in granting a specific use permit, the City Council may impose on the Owners/Agent certain requirements and safeguards as are necessary to protect adjoining properties; and

WHEREAS, written notice of the Planning and Zoning public hearing on the proposed changes was sent to all owners of property, or to the person rendering the same for city taxes, affected by such proposed changes of classification, and to all owners of property, or to the person rendering the same for city taxes located within 200 feet of the Property affected thereby, in accordance with Section 115-35(c)(3)(b); of the 15 notices sent, 14 did not reply; with 1 respondent approving the request; and

WHEREAS, the Planning and Zoning Commission and the City Council of the City of Watauga have each conducted, in the time and manner and after the notice required by law, a public hearing on the application for such specific use permit; and

WHEREAS, the Planning and Zoning Commission has issued its final report hearing regarding said request for specific use permit, and the City Council now deems it appropriate to grant such requested specific use permit, subject to certain limitations, restrictions and conditions; and

WHEREAS, the City Council of the City of Watauga finds all requirements of the Zoning Chapter pertaining to zoning map amendments have been met; and

WHEREAS, the City Council of the City of Watauga finds that adoption of this ordinance is in the interest of the general health, safety, and welfare of the community and is in general conformance with the master plan of the City; and

WHEREAS, the City Council of the City of Watauga, Texas has considered the application and the materials presented referenced herein and now deems it appropriate to grant approval of the issuance of such SUP.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Watauga, Texas that:

I.

The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

II.

The specific use granted to the Owners/Agent for the Property by this Ordinance is Specific Use: Private School.

III.

The Property shall be developed in accordance with the Site Plan attached hereto as Exhibit “A” and shall comply with the following additional regulations: Section 115-85(c) 2, 5, 7, and 16 of the Code of Ordinances;

- (2) A site plan in accordance with section 115-115, Site plan requirements, will only be required in districts which require a specific use permit.
- (5) All outdoor lighting, including parking lot lighting, shall be directional away from any property zoned or developed for residential uses.
- (7) Must provide screening and/or landscaping consisting of fences/walls, beams [berms], or a combination of such from any abutting residentially zoned property.
- (16) No trash dumpster shall be located within 50 feet of a residentially zoned property.

IV.

The Zoning District Map of City of Watauga, Texas shall be revised and amended to show the specific use permitted on the Property as provided in Section II hereof, with the appropriate reference thereon to the number and effective date of this Ordinance and a brief description of the nature of the changes.

V.

If the use authorized by the Specific Use Permit granted is not commenced within one (1) year from the date of issuance for this permit, then this permit shall become void, provided that such limitation may be extended upon application by the Owners/Agent of such property to the City Council of the City of Watauga. In the event the building, premise, or land use under the specific use permit is voluntarily vacated by the Owners/Agent for a period of no less than six months, or if such building, premise, or land is more than 50 percent destroyed by fire or other cause, the use of the same shall thereafter conform to the regulations of the original zoning.

VI.

This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Watauga, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances, except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other ordinance(s) are hereby repealed. However, to the extent this Ordinance represents any deviation from the Future Land Use Plan of the City of Watauga City Comprehensive Plan; such map is hereby amended to conform to this Ordinance.

VII.

If any section, sub-section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

VIII.

It shall be unlawful for any person to violate any provision of this Ordinance. Any person who violates, or any person who causes or allows another person to violate, any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than Two Thousand Dollars (\$2000.00). Each occurrence of any violation of this Ordinance shall constitute a separate offense. Each day in which any violation of this Ordinance occurs shall constitute a separate offense.

IX.

This Ordinance shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council and upon approval thereof by the Mayor of the City of Watauga, Texas and publication hereof as prescribed by law.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, the 13th day of March, 2023.

APPROVED:

ARTHUR L. MINER, MAYOR

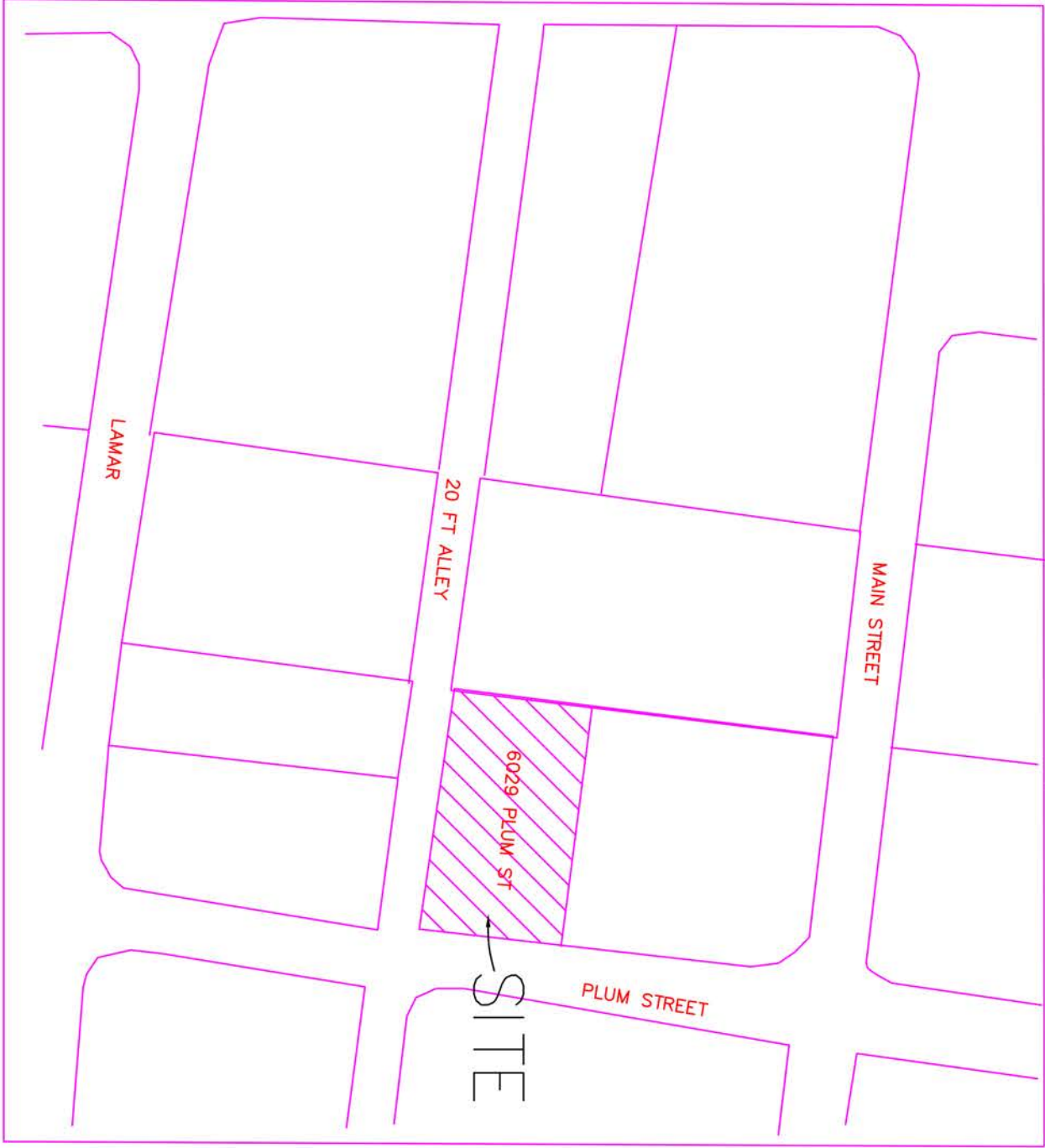
ATTEST:

LINDA PROSKEY, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

DAVID M BERMAN, CITY ATTORNEY
NICHOLS JACKSON LLP

VICINITY MAP
(not to scale)



Discover Me Montessori
1629 Plum St., Watagua Tarrant County, Texas

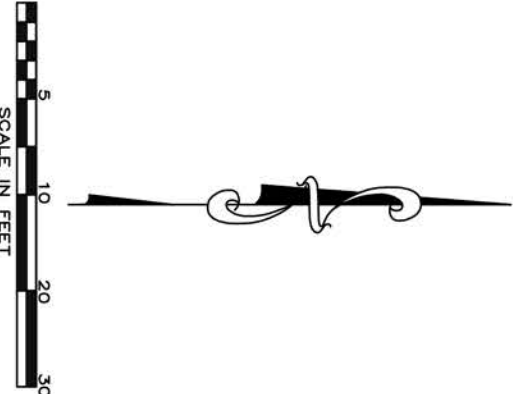
CIVIL SITE PLAN 1



OWNER
CHAD JONES
8436 LADINA PLACE
FORT WORTH, TEXAS 76131
214-228-9026

SURVEYING CONSULTANT
FULLER ENGINEERING & LAND SURVEYING, INC.
2411 GARDEN PARK COURT, SUITE A
ARLINGTON TEXAS 76013
817-856-2442

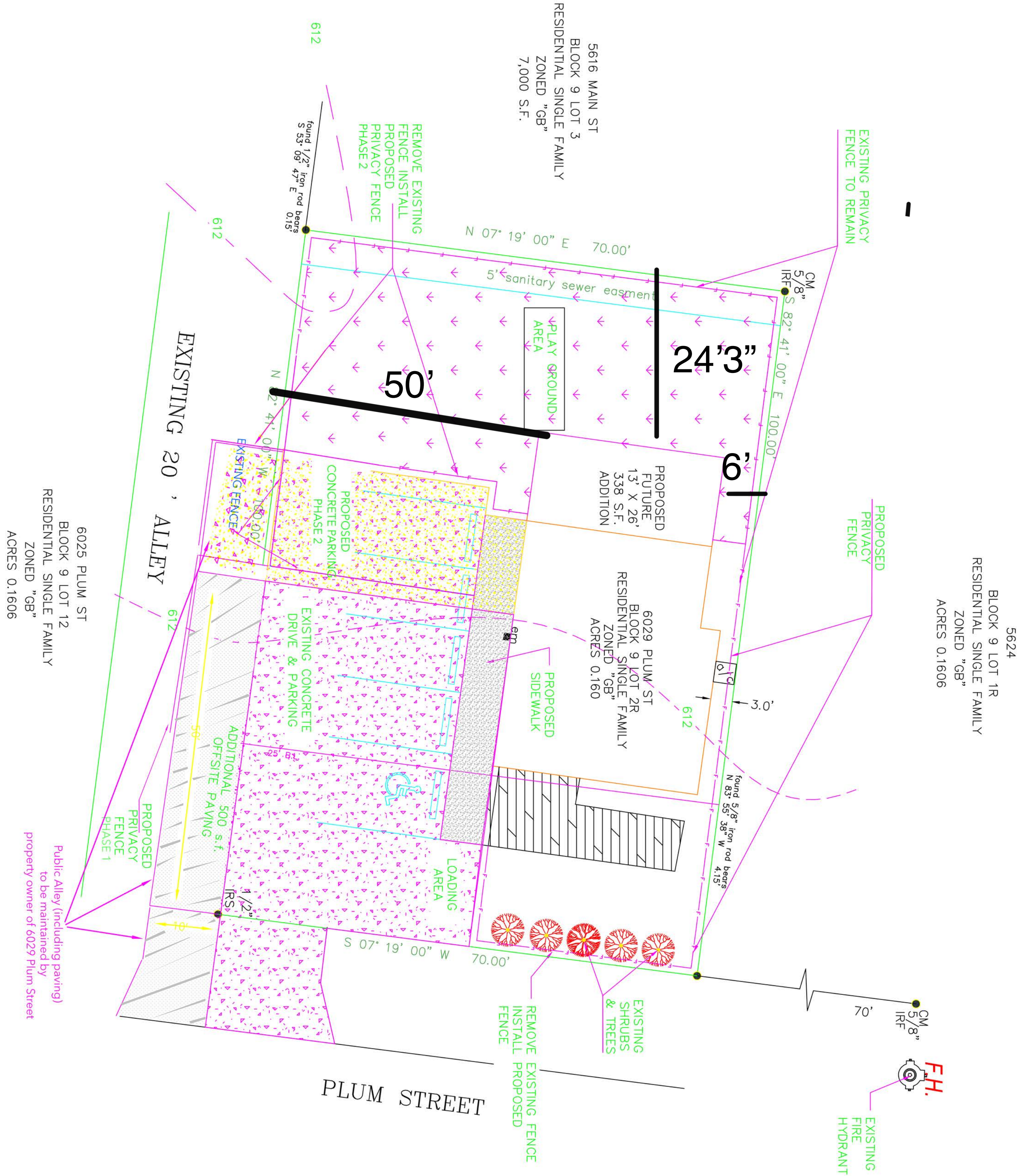
CIVIL ENGINEER
G. A. DIXON ASSOCIATES
LAND DEVELOPMENT DESIGN CONSULTANTS
4305 MOSSRIDGE CT.
ARLINGTON, TEXAS 76016
682-808-3156



IMPERVIOUS SURFACES			
PRE PROJECT			
STRUCTURE	1,003.1 sf		
PAVING	2,037.0 sf		
TOTAL	3,040.1 sf		
POST PROJECT			
STRUCTURE	1,003.1 sf		
ADDITIONAL STRUCTURE	338.0 sf		
PAVING	2,833.0 sf		
TOTAL	4,174.1 sf		
INCREASE IMPERVIOUS SURFACE			
TOTAL	1,134.0 sf		
PERCENT	27.17%		

PARKING			
	REQUIRED	PROPOSED	
DAYCARE	1/8 STUDENTS	4	
HANDICAPPED	0-25 STUDENTS	1	

- 1) NO OFF STREET PARKING OR LOADING SPACES ARE PROPOSED.
- 2) DRAINAGE TO BAR DITCHES IN PLUM ST AND MAIN ST. NO CULVERTS, DETENTION PONDS, PIPES SERVE 6029 PLUM STREET.
- 3) PROPOSED DAYCARE, NO REQUEST FOR ALCOHOL WITH THIS SUBMITTAL.
- 4) ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 4813C0185K, DATED SEPTEMBER 25, 2009, THIS PROPERTY DOES NOT LIE WITHIN A 100-YEAR FLOOD HAZARD AREAS) NO BREAK THROUGHS LANES, MENU BOARD LOCATIONS, MANEUVERING AREAS, STACKING LANES AND ESCAPE LANE ARE LOCATED WITHIN 200 FT OF THE PROJECT PROPERTY.
- 5) THERE ARE NO SIDEWALKS OR BARRIER FREE RAMPS WITHIN 200 FT OF SUBJECT PROPERTY.
- 6) THERE ARE NO MEDIANS, MEDIAN CUTS, MEDIAN TURN LANES, CONTINUOUS LEFT TURN LANES ACCELERATION OR DECELERATION LANES WITHIN 200 FT OF THE SUBJECT PROPERTY.
- 7) THERE ARE SIGNALIZED INTERSECTIONS ON PLUM ST. WITHIN ¼ MILE NORTH OR SOUTH OF THE SUBJECT PROPERTY.



- ADDITIONAL NOTES
- 1.This Site Plan includes a future proposed addition to the existing structure of 11' x 26' (286 sq.ft.)
 - 2.A privacy fence currently encompasses the entire backyard. This fence is to remain. The existing privacy fence along the western parking lot is to be removed and replaced to accommodate addition parking.
 - 3.A security Fence accompany the entire front yard is to be constructed.



Montessori. *Encouraging your child's true potential for life.*

October 18, 2022

To City of Watauga

RE: Special Use Statement for Jones Montessori Academy dba Discover Me
Montessori located at 6029 Plum Street, Watauga, TX 76148

To Whom It May Concern,

Discover Me Montessori (soon to be reverting to legal name of Jones Montessori Academy, LLC) began operating as a state licensed child care center in Watauga fall of 2018. While we are still licensed as a child care center, we are looking to pursue our vision of early childhood education by transitioning to become Watauga's first private Montessori school by 2023. We have been operating our center using private Montessori school practices since opening, having children up to 2nd grade enrolled in our program. Jones Montessori Academy will provide education to children from preschool (3-years-old) to 3rd grade. We provide an individualized educational model as we believe that all children learn differently. We follow the child's interests through Montessori methodology while integrating our curriculum (created by Jones Montessori Academy, LLC) to develop the whole child: socially, emotionally, physically, and intellectually. Our hours of operation are Monday - Friday 7:00 a.m. - 5:30 p.m., with instructional hours of 7:30 a.m. - 3:30 p.m. and offering morning and afternoon care for our working parents. We are closed most national holidays and are highly considering closing during the summer (in the past we have offered summer programs). We are currently in the process of acquiring accreditation from the International Montessori Council (IMC).

IMC accreditation is a rigorous process meant to ensure that accredited schools maintain the highest level of commitment to authentic Montessori pedagogy, and

maintain professional teaching and operating standards. IMC candidate schools are evaluated by criteria in nine standards, including governance, curriculum, human resource practices, and facilities maintenance. IMC accreditation is a guarantee that an institution has met the highest professional expectations in all standards and criteria. You can find additional information on what this accreditation entails by visiting <https://www.montessori.org/imc/>.

The existing use of our building is, as stated above, a child care center. We are requesting a special use permit (SUP) to operate as a private school. We expect no material change in regards to our current operations when we move forward as a private school. We will have the same traffic flow, same hours, and available parking. Our parking capacity will be increased due to the different parking requirements of private schools per Watauga Zoning Ordinances. Additionally, we have reviewed the recent fire code amendments provided by the fire marshal for private schools. We will be able to meet all of these requirements.

For the past three years, we have successfully operated as a day care center in this location without negative impacts to the surrounding neighborhoods and do not foresee any operating as a private school. We look forward to continuing cultivating a love of learning with Watauga's youngest generation, providing high-quality education to our community.

Kindly,

ChristaCarol Jones, Owner & Chairwoman

Jones Montessori Academy, LLC

DiscoverMeMontessori.com

ChristaCarol@DiscoverMeMontessori.com



IMC Code of Ethics and Principles of Good Practice

Membership in the International Montessori Council implies that member schools strive to follow high professional and ethical standards in their relationship with their own students, faculty, and employees, as well as with other schools. This is particularly necessary when there may be overlapping interests between schools with respect to faculty employment and student enrollment.

The following Code of Ethics and Principles of Good Practice are based on the concept that our strength as Montessori schools is derived from both the diversity that exists among us and from the support and cooperation that we can give to each other.

Members of the IMC are committed

to standards of exemplary integrity in their professional relationships with parents, students, faculty, and other Montessori schools. Although our philosophies and programs are diverse in their emphasis, structure, and style, we follow a common code of ethics that emphasizes fair and consistent policies.

As a member of the International Montessori Council, our school agrees to abide by the following code of ethics and principles of good practice:

Our school is worthy of trust

As a member of the International Montessori Council, we pledge to represent our school truthfully and accurately to the general public and internally to our parent community.

We further pledge ourselves to respect the diversity of the community of Montessori schools.

We will not engage in negative public relations nor make any negative statements about another Montessori school.

Our school honors its financial commitments to parents, staff, vendors, and others.

Core Values

Our primary focus will always be the well-being and best interests of our students.

We recognize that a Montessori school is more than a place of learning; it is a community of children and adults that have a significant impact on our students' capacity to learn, grow, create, develop, assimilate values, and relate peacefully and respectfully to other people and to the natural world.

We treat all students, families, teachers, and staff members with kindness, warmth, and respect

Our school uses the Montessori approach to discipline that includes peace education, conflict resolution, and grace and courtesy.

Our school will never permit the use of corporal punishment.

We consciously teach our students values fundamental to Montessori education, which include: respect for oneself, others, and their property; peacefulness, empathy and kindness; truthfulness; a search for the solution fairest to all; the pursuit of independence and self-mastery; and a love of work and a passion for excellence.

We endeavor to provide a school environment that will promote and protect the physical and emotional well-being of our students and staff.

We seek to instill in our students, parents, and staff not only a reverence for the earth, its waters, and all living things, but also a sense of stewardship for the environment based on a conviction of our individual responsibility for the beauty of the land and the health of our ecosystems.

We are committed to the principles of diversity. In that spirit, we do not discriminate in matters of admission or employment on the basis of race, religion or creed, color, sexual orientation, age, physical challenge, nation of origin, or gender. We consciously teach principles of acceptance, respect, and celebration of the rich cultural diversity of the global community.

We consciously work to build a constructive partnership between the family and school in support of each child's educational development.

Within reasonable guidelines established to ensure the integrity of our educational program and the privacy of other students' records, parents are welcome to visit the school to observe their child in class or to review his/her academic progress.

We will promptly consult with parents should it ever become clear that a student is not benefiting from the school's program, or if the school is not the best program to meet his/her needs.

Transfer and Enrollment of Students

Our school recognizes each family's right to visit and consider other schools and to hold preliminary discussions regarding admission without feeling compelled to notify the school, which their children presently attend.

While we welcome inquiries and interest in our school, we will never knowingly attempt to directly recruit a student who is presently enrolled in or committed to attend another Montessori program.

Where applicable, as part of the admissions process we will request from the child's present school a copy of the child's academic records and student recommendations. Upon filing an application for admission, we ask that families advise their children's present schools and authorize in writing the release to us of their children's academic records and student recommendations.

Employment

We consciously follow fair and equal employment practices in hiring, assigning, promoting, and compensating both teaching and non-teaching staff members. We endeavor to employ persons solely on the basis of the factors necessary in the performance of the job and the operation of our school. We do not discriminate in matters of employment in violation of the law on the basis of race, religion or creed, color, sexual orientation, age, physical challenge, nation of origin, or gender.

No official of our school will seek to induce a teacher who is under contract at another school to break that contract. There is nothing deemed improper if a member of the teaching or administrative staff of one school independently approaches another school about possible employment beyond the obligations of their current contract.

Our school will take all reasonable and lawful precautions to maintain the confidentiality of

records and information concerning teachers and other staff members who are applying for employment at another school, in accordance with the rights of the individual.

Individual IMC Teacher Members

I will do my very best to ensure the safety and physical and emotional well-being of my students and any other children who are placed in my care.

As a Montessori educator, I recognize that children learn in different ways and at different paces. I will remain highly flexible and prepared to individualize and adapt my approach to the best of my ability to meet the needs of each child as an individual learner.

I will encourage each child to participate and succeed in our programs without regard to race, religion or creed, color, sexual orientation, age, physical challenge, nation of origin, or gender.

I will keep all confidential information that I learn in the course of my professional life at the school strictly private, except in the normal course of confidential professional meetings or when required by law.

I will honor my professional commitment to the school to the very best of my ability, never deliberately causing harm to the school.

Should I decide to consider a new position with another school, I will not do so without giving my current employer reasonable notice and to honor the conditions of my employment contract. Also, I will never attempt to directly or indirectly solicit families to families to follow.

THE *International* MONTESSORI COUNCIL

In recognition that

Discover Me Montessori

is a Full School Member

10/4/2022 through 10/3/2023



258485

Membership Number

Kathy Leitch

IMC Executive Director

Tim Seldin

IMC Chairperson





AGENDA MEMORANDUM

DATE: February 27, 2023

TO: Honorable City Council Members

FROM: Sandra Gibson, Director of Finance

THROUGH: Joshua Jones, City Manager

SUBJECT: Discuss and consider action to approve a resolution to accept the Annual Audit and Single Audit for the period October 1 - September 30, 2022

BACKGROUND/INFORMATION:

As required by City of Watauga Charter Section 9.06 (C), the City designates qualified public accountants who, at the end of the fiscal year, make an independent audit of accounts. For the period ending September 30, 2022, Weaver and Tidwell, LLP, a firm of licensed public accountants, audited the City's financial statements. Weaver, L.L.P. was awarded the contract to conduct the annual audits for the fiscal years ending 2020 with the option to renew for four (4) subsequent fiscal years. This is the second renewal of the contract period.

On February 28, 2023, Weaver presented the audit results to the City's Audit Committee consisting of Mayor Arthur Miner, Council Member Mark Taylor, and Council Member Andrew Neal. Also present were the staff members of the Committee which included Joshua Jones, City Manager, Sandra Gibson, Director of Finance, and Deby Woodard, Asst. Finance Director.

In the meeting, Weaver presented the City of Watauga's financial position, with respect to fiscal highlights, net position, and ending fund balance. Weaver conducted the audit in accordance with both auditing standards and accounting principles generally accepted in the United States of America and Uniform Guidance. In summary, Weaver found that the City of Watauga's financial statements for the fiscal year ending September 30, 2022 present fairly, in all material respects, without any material misstatement. In addition, this is the third year a single audit was conducted for federal and state grant funds, which included SAFER and SLFRF funds. Weaver has found the City in compliance with all of the grant requirements.

The City received an unmodified ("clean") opinion on both reports. This is the highest level of opinion auditors are allowed to give. Jackie Gonzalez, Senior Partner at Weaver,



AGENDA MEMORANDUM

L.L.P. will present a summary of the findings and a draft copy of the report is attached for reference. The final report will be issued after Council acceptance of the report.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Staff recommends the Council approve the resolution to accept the financial audit results for the period of October 1, 2021 to September 30, 2022.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Resolution accepting Audit and Single Audit 2022
2. City of Watauga - Draft Report 3.7.2023

REVIEWED BY:

David Berman, City Attorney
Sandra Gibson, Director of Finance
Joshua Jones, City Manager
Linda Proskey, City Secretary

Approved - 3/6/2023
Approved - 3/7/2023
Approved - 3/7/2023
Final Approval - 3/7/2023

Approved as to form for inclusion on Agenda

CITY OF WATAUGA, TEXAS
RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS PROVIDING FOR ACCEPTANCE OF THE REPORT FROM THE INDEPENDENT AUDITOR AND THE AUDITED FINANCIAL STATEMENTS, AND THE SINGLE AUDIT REPORT FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2022; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Watauga Charter, Section 9.06(c) requires an independent audit be completed annually; and

WHEREAS, the City has completed the annual audit of the City's financial statements and the single audit report for the fiscal year ending September 30, 2022; and,

WHEREAS, the City Council of Watauga, Texas has received the report from the City's Independent audit firm, Weaver, L.L.P.; and,

WHEREAS, the City Council of the City of Watauga has reviewed and voted to accept the report as written,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AS FOLLOWS:

I.

That the findings above are found to be true and correct, and are incorporated herein.

II.

That the City Council does hereby accept the report of the independent auditor and the audited financial statements and the single audit report for the fiscal year ending September 30, 2022 as presented.

III.

This Resolution shall be and is hereby cumulative of all other Resolutions of the City of Watauga, Texas, and this Resolution shall not operate to repeal or affect any such other Resolutions except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Resolution, in which event, such conflicting provisions, if any, in such other Resolutions are hereby repealed.

III.

If any section, sub-section, sentence, clause, or phrase of this Resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of the Resolution.

IV.

This Resolution shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Section 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this 13th day of March, 2022.

APPROVED:

ARTHUR L. MINER, MAYOR

ATTEST:

LINDA PROSKEY, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

DAVID BERMAN, CITY ATTORNEY



AGENDA MEMORANDUM

DATE: February 16, 2023

TO: Honorable City Council Members

FROM: Timothy Hamilton, Parks and Recreation Director
Paul Hackleman, Director of Public Works

THROUGH: Joshua Jones, City Manager

SUBJECT: Consider action to award Landscape Maintenance RFP # 23-003 to MG Lawn & Landscape and Smith Lawn & Tree.

BACKGROUND/INFORMATION:

Proposal # 23-003 Landscape Maintenance was issued in January, 2023. Sixteen vendors were notified of the proposal opportunity with responses received from four vendors; MG Lawn & Landscape, Smith Lawn & Tree, SRH Landscapes, and Unicare Building Maintenance.

A committee of three was established to evaluate the proposals received. In accordance with Local Government Code Chapter 252.043 and established in the proposal document, the following criteria were used to evaluate each response:

- overall price for services
- experience providing required services/past experiences/references
- ability to provide required services
- completeness of proposal submission

After reviewing all proposals, the committee ranked MG Lawn & Landscape and Smith Lawn & Tree with the highest scores and determined them to best meet the City's needs. The Landscape Maintenance services to be provided include:

- City parks
- City facility buildings
- Bed maintenance
- City medians and right of ways
- Storm drainage channels

Additional channel locations and cycles were added to the stormwater services that will increase the need for additional appropriations in future budgets. This increase will be



AGENDA MEMORANDUM

covered by the current storm drain fee. Additional cycles will improve the aesthetic of the City and improve the quality of life for the residents living near the channels.

The proposal and award is based on a three-year initial term with the option to renew for two additional one-year periods upon vendor agreement and City Council approval. This is subject to award by the City Council and the availability of an appropriation of funds.

FINANCIAL IMPLICATIONS:

Parks, Facilities & Bed Maintenance

Funds available in 2022-2023 Budget for Parks and Community Services

Storm Drain and ROW Maintenance:

Funds available in Personnel Services Savings, Budgeted Contractual, and Capital Projects

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend City Council take action on the item by awarding RFP # 23-003 Landscape Maintenance to MG Lawn & Landscape and Smith Lawn & Tree for Landscape Maintenance Services as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. EVALUATION SCORES
2. MG LAWN 1295 CERTIFICATE
3. SMITH LAWN 1295 CERTIFICATE
4. Bid Tabulation by Supplier Spreadsheet (WITH NEGOTIATED PRICES)

REVIEWED BY:

Timothy Hamilton, Parks and Recreation Director

Approved - 2/28/2023

Sandra Gibson, Director of Finance

Approved - 3/2/2023

Paul Hackleman, Director of Public Works

Approved - 3/6/2023

Sandra Gibson, Director of Finance

Approved - 3/6/2023

Deby Woodard, Assistant Director of Finance

Approved - 3/6/2023

David Berman, City Attorney

Approved - 3/6/2023

Deby Woodard, Assistant Director of Finance

Approved - 3/7/2023

Joshua Jones, City Manager

Approved - 3/7/2023

Linda Proskey, City Secretary

Final Approval - 3/7/2023

Approved as to form for inclusion on Agenda

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

MG Lawn and Landscape LLC
Fort Worth, TX United States

Certificate Number:
2023-988851

Date Filed:
02/28/2023

Date Acknowledged:
2-28-2023

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Watauga, Texas

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

23-003
Landscape Maintenance

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 UNSWORN DECLARATION

My name is Wade Hicks, and my date of birth is 03/31/90.

My address is 6080 S Hulen 360 Box 197, Fort Worth, TX, 76132, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Johnson County, State of Texas, on the 28 day of Feb, 2023.
(month) (year)

Wade Hicks

Signature of authorized agent of contracting business entity
(Declarant)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2023-988832

Date Filed:
02/28/2023

Date Acknowledged:
2-28-2023

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Smith Lawn and Tree
Richland Hills, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Watauga, Texas

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

23-003
Landscape Maintenance

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 UNSWORN DECLARATION

My name is Russell Simpler, and my date of birth is 1/1/1983.

My address is 3200 Handley Ederville Rd, Richland Hills, TX, 76118, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Tarrant County, State of Texas, on the 28th day of Feburary, 20 23.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)



AGENDA MEMORANDUM

DATE: February 16, 2023

TO: Honorable City Council Members

FROM: Paul Hackleman, Director of Public Works

THROUGH: Joshua Jones, City Manager

SUBJECT: Discuss and consider action to approve the Community Development Block Grant (CDBG) 48th Year Emerson Drive Water System Improvements - Construction Bid Acceptance

BACKGROUND/INFORMATION:

In 2019, the Department of Housing and Urban Development (HUD) released new eligible areas for area wide benefit using CDBG Funds. The City of Watauga currently has three Census Tracts eligible for area wide benefits. The areas are shown on the attached map (CDBG Census Tract Map).

For the 48th Year of the Program, the following project was submitted for consideration in our January 2022 Application: Water Main replacement along Emerson Drive from Whitley Road to Maurie Drive. A public hearing, which confirmed the project, was held by the City Council on April 11, 2022.

The project will replace approximately 786 L.F. of existing 6" and 8" water line with new 8" diameter PVC water line, four (4) new fire hydrants, five (5) new gate valves and all of the associated water services. One (1) curb ramp, some asphalt pavement, concrete sidewalks and concrete driveways are being replaced along the north side of Emerson Drive from just west of Whitley Road to immediately east of Maurie Drive.

On February 9, 2023, Tarrant County opened the seven (7) bids for construction and Atkins Brothers Equipment Company, Inc. was the lowest qualified bidder.

If the City Council accepts the bid, Tarrant County shall hold a Commissioner's Court Meeting to award the project. It may take six (6) weeks or more for work to proceed on the project. The Construction contract allows one hundred and five (105) days to complete the work.

Grant Funding for the 48th Year CDBG Program is \$169,327.00. The construction project has a cost of \$303,578.00 leaving a City obligation of \$134,251.00 including any project overruns.



AGENDA MEMORANDUM

FINANCIAL IMPLICATIONS:

Construction Cost: \$303,578.00

CDBG 46th Grant Funding: \$169,327.00

City of Watauga Funds: \$134,251.00 (Funding from 2022-23 Budget)

RECOMMENDATION/ACTION DESIRED:

Tarrant County specifically requested the following motion: **“I move to accept the bid from Atkins Brothers Equipment Company, Inc. for construction of the Emerson Dr. Water System Improvements project in the amount of Three Hundred Three Thousand Five Hundred Seventy-Eight Dollars and No Cents. Watauga’s pledge above and beyond Tarrant County’s grant is One Hundred Thirty-Four Thousand Two Hundred Fifty-One Dollars and No Cents.”**

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Award Recommendation - Bid Tabulation - CDBG 48 Emerson Way Water
2. CDBG 48th Year - Service Area Map
3. Funding - CDBG - Tarrant County - 48th Year - Watauga_CDBG2022
4. City Wide CDBG Track Map
5. ATKINS BROTHERS FORM 1295

REVIEWED BY:

David Berman, City Attorney

Paul Hackleman, Director of Public Works

Deby Woodard, Assistant Director of Finance

Sandra Gibson, Director of Finance

Joshua Jones, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 2/14/2023

Approved - 2/14/2023

Approved - 2/14/2023

Approved - 2/14/2023

Approved - 2/28/2023

Final Approval - 2/28/2023

BURGESS & NIPLE

3950 Fossil Creek Blvd., Suite 210 | Fort Worth, TX 76137 | 817.306.1444

February 13, 2023

Mr. Paul Hackleman, PE
Director of Public Works
City of Watauga
7800 Virgil Anthony Sr. Blvd.
Watauga, Texas 76148

Re: **TARRANT COUNTY 48th YEAR CDBG PROJECT (WATAUGA)
EMERSON DRIVE WATER SYSTEM IMPROVEMENTS
RECOMMENDATION OF CONSTRUCTION CONTRACT AWARD**

Dear Mr. Hackleman:

In accordance with the contract documents, we received seven (7) proposals for the construction of the referenced project at 10:30 A.M., Thursday, February 9, 2023, at the Tarrant County CDBG offices. For your reference, I have enclosed a tabulation of the bids received at that time.

Utilizing Tarrant County CDBG grant funding, this project, administered by Tarrant County, replaces a defective water line along Emerson Drive. Approximately 786 L.F. of existing 6" and 8" water line are replaced with new 8" diameter PVC water line, four (4) new fire hydrants, five (5) new gate valves are installed and all of the associated water services are replaced. One (1) curb ramp, some asphalt pavement, concrete sidewalks and concrete driveways are being replaced along the north side of Emerson Drive from just west of Whitley Road to immediately east of Maurie Drive.

I set the number of construction days to be 105 calendar days in the bid proposal. The seven (7) bids received were as follows:

Contractor	Amount Bid
Atkins Brothers Equipment Company, Inc.	\$ 303,578.00
Rangeline Utility Services, LLC	\$ 306,926.74
Canary Construction, Inc.	\$ 324,376.00
Excel 4 Construction, LLC	\$ 345,245.00
GRod Construction, LLC	\$ 368,656.00
Gra-Tex Utilities, Inc.	<Invalid Bid>
Bristow Contracting, LLC	\$ 417,189.00

Atkins Brothers Equipment Company, Inc. of Fort Worth, Texas, submitted the lowest responsive proposal for construction of the project. We evaluated this contractor, speaking to several references. In my opinion, Atkins Brothers Equipment Company, Inc. is qualified to perform this contract and I recommend that the Tarrant County Commissioners Court award a construction contract to **Atkins Brothers Equipment Company, Inc.** in the amount of **\$303,578.00**.

Based upon the bid received and the CDBG application packet, the Project funding is as follows:

Construction costs	\$303,578.00
CDBG Funds Available	\$169,327.00
City of Watauga Funds Required.....	<u>\$134,251.00</u>

I request that the Watauga City Council take the necessary action to concur with my recommendation to have Tarrant County award the construction contract to **Atkins Brothers Equipment Company, Inc.** The recommended wording for the City Council's motion for this resolution is as follows: "I move to accept the bid from Atkins Brothers Equipment Company, Inc. for construction of the Emerson Dr. Water System Improvements project in the amount of Three Hundred Three Thousand Five Hundred Seventy-Eight Dollars and No Cents. Watauga's pledge above and beyond Tarrant County's grant is One Hundred Thirty-Four Thousand Two Hundred Fifty-One Dollars and No Cents."

After City Council action, please provide Brad Hearne, CDBG Program Coordinator for Tarrant County, with a draft copy of the Council minutes and a letter from the City Secretary stating that the minutes are correct.

Please call if we may provide additional assistance or information in this regard.

Respectfully submitted,

BURGESS & NIPLÉ

TBPELS FIRM REGISTRATION NO. F-10834



William D. Wendland, P.E.
Director, Fort Worth District

Enclosure

cc w/ enclosure: Mr. Brad Hearne, Tarrant County



48th YEAR CDBG PROJECT EMERSON DRIVE WATER SYSTEM IMPROVEMENTS BID TABULATION

Bids Opened:
February 9, 2023
10:30 AM

ITEM NO.	DESCRIPTION OF ITEM	UNIT	BID QUANTITY	Engineer's Estimate		#1 Atkins Brothers Equipment Company, Inc.		
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	Ratio to Engineer
1	Prepare/Restore ROW	LS	1	\$ 10,600.00	\$ 10,600.00	\$ 1,000.00	\$ 1,000.00	0.09
2	Remove and Replace Existing Curb and Gutter	LF	39	\$ 90.00	\$ 3,510.00	\$ 110.00	\$ 4,290.00	1.22
3	Remove and Replace Existing Concrete Driveways	SF	493	\$ 15.50	\$ 7,641.50	\$ 30.00	\$ 14,790.00	1.94
4	Remove and Replace Existing Concrete Sidewalks	SF	16	\$ 12.00	\$ 192.00	\$ 30.00	\$ 480.00	2.50
5	Remove and Replace Curb Ramp	LS	1	\$ 5,400.00	\$ 5,400.00	\$ 7,000.00	\$ 7,000.00	1.30
6	Remove and Replace Existing Brick Pavers at 5905 Emerson Dr.	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	2.00
7	4" Thick Topsoil & Solid Sodding	SY	277	\$ 16.00	\$ 4,432.00	\$ 40.00	\$ 11,080.00	2.50
8	Traffic Control Plan and Implementation	LS	1	\$ 3,700.00	\$ 3,700.00	\$ 1,000.00	\$ 1,000.00	0.27
9	Erosion Control	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00	0.40
10	Project Signs	EA	2	\$ 780.00	\$ 1,560.00	\$ 500.00	\$ 1,000.00	0.64
11	Project-Wide Miscellaneous Allowance	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	1.00
12	Remove Existing 4"/6" Water Line	LF	767	\$ 20.00	\$ 15,340.00	\$ 86.00	\$ 65,962.00	4.30
13	Salvage Existing Fire Hydrant	EA	1	\$ 780.00	\$ 780.00	\$ 500.00	\$ 500.00	0.64
14	Remove Existing Gate Valve	EA	3	\$ 520.00	\$ 1,560.00	\$ 500.00	\$ 1,500.00	0.96
15	6" Dia. (DR-18) Water Line	LF	19	\$ 111.00	\$ 2,109.00	\$ 86.00	\$ 1,634.00	0.77
16	8" Dia. (DR-18) Water Line	LF	767	\$ 147.00	\$ 112,749.00	\$ 98.00	\$ 75,166.00	0.67
17	8" Gate Valve & Box	EA	5	\$ 3,265.00	\$ 16,325.00	\$ 1,500.00	\$ 7,500.00	0.46
18	Fire Hydrant Assy., incl. 6" GV	EA	4	\$ 9,500.00	\$ 38,000.00	\$ 7,000.00	\$ 28,000.00	0.74
19	Ductile Iron Fittings for Water Line	TONS	0.8	\$ 12,000.00	\$ 9,600.00	\$ 4,000.00	\$ 3,200.00	0.33
20	Connect to Existing 4"/6"/8" Water Line	EA	4	\$ 5,000.00	\$ 20,000.00	\$ 3,000.00	\$ 12,000.00	0.60
21	Long Double Water Service	EA	4	\$ 2,500.00	\$ 10,000.00	\$ 1,500.00	\$ 6,000.00	0.60
22	Short Double Water Service	EA	4	\$ 2,200.00	\$ 8,800.00	\$ 1,400.00	\$ 5,600.00	0.64
23	Water Service Transfer	EA	16	\$ 720.00	\$ 11,520.00	\$ 250.00	\$ 4,000.00	0.35
24	Temporary 2" Dia. Water Line w/ temporary water service connections	LS	1	\$ 12,000.00	\$ 12,000.00	\$ 3,000.00	\$ 3,000.00	0.25
25	Water Trench Safety	LF	786	\$ 2.50	\$ 1,965.00	\$ 1.00	\$ 786.00	0.40
26	Temporary Pavement Replacement	LF	124	\$ 24.00	\$ 2,976.00	\$ 40.00	\$ 4,960.00	1.67
27	Asphalt Pavement Replacement	LF	155	\$ 58.50	\$ 9,067.50	\$ 46.00	\$ 7,130.00	0.79
TOTAL					\$ 344,827.00		\$ 303,578.00	0.88

BURGESS & NIPLE
Engineers ■ Planners



48th YEAR CDBG PROJECT EMERSON DRIVE WATER SYSTEM IMPROVEMENTS BID TABULATION

Bids Opened:
February 9, 2023
10:30 AM

ITEM NO.	DESCRIPTION OF ITEM	UNIT	BID QUANTITY	#2 Rangeline Utility Services, LLC			#3 Canary Construction, Inc.		
				UNIT PRICE	AMOUNT	Ratio to Engineer	UNIT PRICE	AMOUNT	Ratio to Engineer
1	Prepare/Restore ROW	LS	1	\$ 5,000.00	\$ 5,000.00	0.47	\$ 5,000.00	\$ 5,000.00	0.47
2	Remove and Replace Existing Curb and Gutter	LF	39	\$ 88.00	\$ 3,432.00	0.98	\$ 100.00	\$ 3,900.00	1.11
3	Remove and Replace Existing Concrete Driveways	SF	493	\$ 19.00	\$ 9,367.00	1.23	\$ 22.00	\$ 10,846.00	1.42
4	Remove and Replace Existing Concrete Sidewalks	SF	16	\$ 13.00	\$ 208.00	1.08	\$ 22.00	\$ 352.00	1.83
5	Remove and Replace Curb Ramp	LS	1	\$ 3,125.00	\$ 3,125.00	0.58	\$ 200.00	\$ 200.00	0.04
6	Remove and Replace Existing Brick Pavers at 5905 Emerson Dr.	LS	1	\$ 1,875.00	\$ 1,875.00	0.75	\$ 400.00	\$ 400.00	0.16
7	4" Thick Topsoil & Solid Sodding	SY	277	\$ 6.00	\$ 1,662.00	0.38	\$ 18.00	\$ 4,986.00	1.13
8	Traffic Control Plan and Implementation	LS	1	\$ 4,750.00	\$ 4,750.00	1.28	\$ 2,500.00	\$ 2,500.00	0.68
9	Erosion Control	LS	1	\$ 1,875.00	\$ 1,875.00	0.75	\$ 2,500.00	\$ 2,500.00	1.00
10	Project Signs	EA	2	\$ 500.00	\$ 1,000.00	0.64	\$ 900.00	\$ 1,800.00	1.15
11	Project-Wide Miscellaneous Allowance	LS	1	\$ 30,000.00	\$ 30,000.00	1.00	\$ 30,000.00	\$ 30,000.00	1.00
12	Remove Existing 4"/6" Water Line	LF	767	\$ 13.00	\$ 9,971.00	0.65	\$ 2.00	\$ 1,534.00	0.10
13	Salvage Existing Fire Hydrant	EA	1	\$ 500.00	\$ 500.00	0.64	\$ 950.00	\$ 950.00	1.22
14	Remove Existing Gate Valve	EA	3	\$ 150.00	\$ 450.00	0.29	\$ 600.00	\$ 1,800.00	1.15
15	6" Dia. (DR-18) Water Line	LF	19	\$ 167.17	\$ 3,176.23	1.51	\$ 100.00	\$ 1,900.00	0.90
16	8" Dia. (DR-18) Water Line	LF	767	\$ 179.17	\$ 137,423.39	1.22	\$ 165.00	\$ 126,555.00	1.12
17	8" Gate Valve & Box	EA	5	\$ 3,513.00	\$ 17,565.00	1.08	\$ 2,500.00	\$ 12,500.00	0.77
18	Fire Hydrant Assy., incl. 6" GV	EA	4	\$ 5,874.00	\$ 23,496.00	0.62	\$ 8,500.00	\$ 34,000.00	0.89
19	Ductile Iron Fittings for Water Line	TONS	0.8	\$ 7,980.00	\$ 6,384.00	0.67	\$ 20,200.00	\$ 16,160.00	1.68
20	Connect to Existing 4"/6"/8" Water Line	EA	4	\$ 1,000.00	\$ 4,000.00	0.20	\$ 2,500.00	\$ 10,000.00	0.50
21	Long Double Water Service	EA	4	\$ 2,700.00	\$ 10,800.00	1.08	\$ 1,800.00	\$ 7,200.00	0.72
22	Short Double Water Service	EA	4	\$ 1,878.00	\$ 7,512.00	0.85	\$ 1,200.00	\$ 4,800.00	0.55
23	Water Service Transfer	EA	16	\$ 125.00	\$ 2,000.00	0.17	\$ 1,500.00	\$ 24,000.00	2.08
24	Temporary 2" Dia. Water Line w/ temporary water service connections	LS	1	\$ 8,000.00	\$ 8,000.00	0.67	\$ 1,572.00	\$ 1,572.00	0.13
25	Water Trench Safety	LF	786	\$ 7.92	\$ 6,225.12	3.17	\$ 1.00	\$ 786.00	0.40
26	Temporary Pavement Replacement	LF	124	\$ 20.00	\$ 2,480.00	0.83	\$ 40.00	\$ 4,960.00	1.67
27	Asphalt Pavement Replacement	LF	155	\$ 30.00	\$ 4,650.00	0.51	\$ 85.00	\$ 13,175.00	1.45
TOTAL					\$ 306,926.74	0.89		\$ 324,376.00	0.94

BURGESS & NIPLE
Engineers ■ Planners



48th YEAR CDBG PROJECT EMERSON DRIVE WATER SYSTEM IMPROVEMENTS BID TABULATION

Bids Opened:
February 9, 2023
10:30 AM

ITEM NO.	DESCRIPTION OF ITEM	UNIT	BID QUANTITY	#4 Excel 4 Construction, LLC			#5 GRod Construction, LLC		
				UNIT PRICE	AMOUNT	Ratio to Engineer	UNIT PRICE	AMOUNT	Ratio to Engineer
1	Prepare/Restore ROW	LS	1	\$ 12,000.00	\$ 12,000.00	1.13	\$ 21,000.00	\$ 21,000.00	1.98
2	Remove and Replace Existing Curb and Gutter	LF	39	\$ 25.00	\$ 975.00	0.28	\$ 123.00	\$ 4,797.00	1.37
3	Remove and Replace Existing Concrete Driveways	SF	493	\$ 21.00	\$ 10,353.00	1.35	\$ 30.00	\$ 14,790.00	1.94
4	Remove and Replace Existing Concrete Sidewalks	SF	16	\$ 8.00	\$ 128.00	0.67	\$ 85.00	\$ 1,360.00	7.08
5	Remove and Replace Curb Ramp	LS	1	\$ 3,500.00	\$ 3,500.00	0.65	\$ 4,600.00	\$ 4,600.00	0.85
6	Remove and Replace Existing Brick Pavers at 5905 Emerson Dr.	LS	1	\$ 15,000.00	\$ 15,000.00	6.00	\$ 1,500.00	\$ 1,500.00	0.60
7	4" Thick Topsoil & Solid Sodding	SY	277	\$ 22.00	\$ 6,094.00	1.38	\$ 25.00	\$ 6,925.00	1.56
8	Traffic Control Plan and Implementation	LS	1	\$ 8,500.00	\$ 8,500.00	2.30	\$ 8,800.00	\$ 8,800.00	2.38
9	Erosion Control	LS	1	\$ 7,600.00	\$ 7,600.00	3.04	\$ 3,700.00	\$ 3,700.00	1.48
10	Project Signs	EA	2	\$ 800.00	\$ 1,600.00	1.03	\$ 800.00	\$ 1,600.00	1.03
11	Project-Wide Miscellaneous Allowance	LS	1	\$ 30,000.00	\$ 30,000.00	1.00	\$ 30,000.00	\$ 30,000.00	1.00
12	Remove Existing 4"/6" Water Line	LF	767	\$ 8.00	\$ 6,136.00	0.40	\$ 20.00	\$ 15,340.00	1.00
13	Salvage Existing Fire Hydrant	EA	1	\$ 250.00	\$ 250.00	0.32	\$ 1,550.00	\$ 1,550.00	1.99
14	Remove Existing Gate Valve	EA	3	\$ 200.00	\$ 600.00	0.38	\$ 800.00	\$ 2,400.00	1.54
15	6" Dia. (DR-18) Water Line	LF	19	\$ 75.00	\$ 1,425.00	0.68	\$ 120.00	\$ 2,280.00	1.08
16	8" Dia. (DR-18) Water Line	LF	767	\$ 86.00	\$ 65,962.00	0.59	\$ 75.00	\$ 57,525.00	0.51
17	8" Gate Valve & Box	EA	5	\$ 3,100.00	\$ 15,500.00	0.95	\$ 3,600.00	\$ 18,000.00	1.10
18	Fire Hydrant Assy., incl. 6" GV	EA	4	\$ 8,400.00	\$ 33,600.00	0.88	\$ 8,300.00	\$ 33,200.00	0.87
19	Ductile Iron Fittings for Water Line	TONS	0.8	\$ 8,500.00	\$ 6,800.00	0.71	\$ 13,600.00	\$ 10,880.00	1.13
20	Connect to Existing 4"/6"/8" Water Line	EA	4	\$ 6,500.00	\$ 26,000.00	1.30	\$ 6,500.00	\$ 26,000.00	1.30
21	Long Double Water Service	EA	4	\$ 1,800.00	\$ 7,200.00	0.72	\$ 3,900.00	\$ 15,600.00	1.56
22	Short Double Water Service	EA	4	\$ 1,500.00	\$ 6,000.00	0.68	\$ 2,700.00	\$ 10,800.00	1.23
23	Water Service Transfer	EA	16	\$ 700.00	\$ 11,200.00	0.97	\$ 2,200.00	\$ 35,200.00	3.06
24	Temporary 2" Dia. Water Line w/ temporary water service connections	LS	1	\$ 57,000.00	\$ 57,000.00	4.75	\$ 15,500.00	\$ 15,500.00	1.29
25	Water Trench Safety	LF	786	\$ 1.00	\$ 786.00	0.40	\$ 4.00	\$ 3,144.00	1.60
26	Temporary Pavement Replacement	LF	124	\$ 24.00	\$ 2,976.00	1.00	\$ 35.00	\$ 4,340.00	1.46
27	Asphalt Pavement Replacement	LF	155	\$ 52.00	\$ 8,060.00	0.89	\$ 115.00	\$ 17,825.00*	1.97
TOTAL					\$ 345,245.00	1.00		\$ 368,656.00*	1.07

* Calculation error corrected by Engineer

BURGESS & NIPLE

Engineers ■ Planners



48th YEAR CDBG PROJECT EMERSON DRIVE WATER SYSTEM IMPROVEMENTS BID TABULATION

Bids Opened:
February 9, 2023
10:30 AM

ITEM NO.	DESCRIPTION OF ITEM	UNIT	BID QUANTITY	#6 Gra-Tex Utilities, Inc.**			#7 Bristow Contracting, LLC		
				UNIT PRICE	AMOUNT	Ratio to Engineer	UNIT PRICE	AMOUNT	Ratio to Engineer
1	Prepare/Restore ROW	LS	1	\$ 5,000.00	\$ 5,000.00	0.47	\$ 12,500.00	\$ 12,500.00	1.18
2	Remove and Replace Existing Curb and Gutter	LF	39	\$ 85.00	\$ 3,315.00	0.94	\$ 175.00	\$ 6,825.00	1.94
3	Remove and Replace Existing Concrete Driveways	SF	493	\$ 18.00	\$ 8,874.00	1.16	\$ 35.00	\$ 17,255.00	2.26
4	Remove and Replace Existing Concrete Sidewalks	SF	16	\$ 85.00	\$ 1,360.00	7.08	\$ 135.00	\$ 2,160.00	11.25
5	Remove and Replace Curb Ramp	LS	1	\$ 7,500.00	\$ 7,500.00	1.39	\$ 10,000.00	\$ 10,000.00	1.85
6	Remove and Replace Existing Brick Pavers at 5905 Emerson Dr.	LS	1	\$ 1,500.00	\$ 1,500.00	0.60	\$ 5,500.00	\$ 5,500.00	2.20
7	4" Thick Topsoil & Solid Sodding	SY	277	\$ 70.00	\$ 19,390.00	4.38	\$ 65.00	\$ 18,005.00	4.06
8	Traffic Control Plan and Implementation	LS	1	\$ 4,500.00	\$ 4,500.00	1.22	\$ 12,000.00	\$ 12,000.00*	3.24
9	Erosion Control	LS	1	\$ 2,500.00	\$ 2,500.00	1.00	\$ 7,500.00	\$ 7,500.00	3.00
10	Project Signs	EA	2	\$ 2,750.00	\$ 5,500.00	3.53	\$ 1,000.00	\$ 2,000.00	1.28
11	Project-Wide Miscellaneous Allowance	LS	1	\$ 30,000.00	\$ 30,000.00	1.00	\$ 30,000.00	\$ 30,000.00	1.00
12	Remove Existing 4"/6" Water Line	LF	767	\$ 24.00	\$ 18,408.00	1.20	\$ 25.00	\$ 19,175.00	1.25
13	Salvage Existing Fire Hydrant	EA	1	\$ 1,000.00	\$ 1,000.00	1.28	\$ 1,000.00	\$ 1,000.00	1.28
14	Remove Existing Gate Valve	EA	3	\$ 1,500.00	\$ 4,500.00	2.88	\$ 900.00	\$ 2,700.00	1.73
15	6" Dia. (DR-18) Water Line	LF	19	\$ 100.00	\$ 1,900.00	0.90	\$ 100.00	\$ 1,900.00	0.90
16	8" Dia. (DR-18) Water Line	LF	767	\$ 124.00	\$ 95,108.00	0.84	\$ 107.00	\$ 82,069.00	0.73
17	8" Gate Valve & Box	EA	5	\$ 3,200.00	\$ 16,000.00	0.98	\$ 3,400.00	\$ 17,000.00	1.04
18	Fire Hydrant Assy., incl. 6" GV	EA	4	\$ 10,000.00	\$ 40,000.00	1.05	\$ 9,400.00	\$ 37,600.00	0.99
19	Ductile Iron Fittings for Water Line	TONS	0.8	\$ 9,000.00	\$ 7,200.00	0.75	\$ 9,400.00	\$ 7,520.00	0.78
20	Connect to Existing 4"/6"/8" Water Line	EA	4	\$ 4,500.00	\$ 18,000.00	0.90	\$ 1,800.00	\$ 7,200.00	0.36
21	Long Double Water Service	EA	4	\$ 3,850.00	\$ 15,400.00	1.54	\$ 2,500.00	\$ 10,000.00	1.00
22	Short Double Water Service	EA	4	\$ 3,700.00	\$ 14,800.00	1.68	\$ 2,200.00	\$ 8,800.00	1.00
23	Water Service Transfer	EA	16	\$ 350.00	\$ 5,600.00	0.49	\$ 1,500.00	\$ 24,000.00	2.08
24	Temporary 2" Dia. Water Line w/ temporary water service connections	LS	1	\$ 20,000.00	\$ 20,000.00	1.67	\$ 35,000.00	\$ 35,000.00	2.92
25	Water Trench Safety	LF	786	\$ 1.00	\$ 786.00	0.40	\$ 10.00	\$ 7,860.00	4.00
26	Temporary Pavement Replacement	LF	124	\$ 35.00	\$ 4,340.00	1.46	\$ 55.00	\$ 6,820.00	2.29
27	Asphalt Pavement Replacement	LF	155	\$ 110.00	\$ 17,050.00	1.88	\$ 160.00	\$ 24,800.00	2.74
TOTAL					\$ 369,531.00	1.07		\$ 417,189.00*	1.21

** Bid was deemed Invalid at bid opening

* Calculation error corrected by Engineer

BURGESS & NIPLE
Engineers ■ Planners



48th YEAR CDBG PROGRAM

PROJECT MAP

BLOCK GROUP 1138.10/02



SCALE IN FEET

LEGEND

-  SERVICE AREA
-  PROPOSED PROJECT
-  EXISTING WATERLINE



TARRANT COUNTY

May 25, 2022

Honorable Arthur Miner
City of Watauga
7105 Whitley Rd.
Watauga, TX 76148

RE: 2022 Community Development Block Grant (CDBG – 48th year) Allocation to Project

Dear Mayor;

Tarrant County, Texas receives an annual allocation of Community Development Block Grant funds from the U.S. Department of Housing and Urban Development annually. This is the 48th year that Tarrant County has assisted consortium cities with infrastructure improvements with this funding. This letter serves as formal notification to your City of the CDBG allocation to the following project.

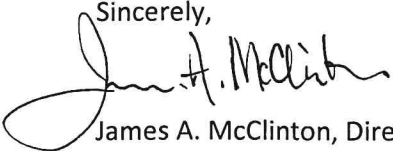
Project Address: 5900 block of Emerson Dr, Watauga, Tx 76148

Project Description: Replace approximately 740 LF of 6 inch and 8 inch unknown material water lines with 8in DR-18 PVC water line by open cut method, two water valves, and remove one fire hydrant. Also replace 760 sq ft of concrete driveway, 540 sq ft of 4 ft wide concrete sidewalk, and 25 sq ft of 6in valley gutter. Install two fire hydrants with internal hydra storz connections, two mainline 8in gate valves, and 18 water service transfers.

CDBG Allocation: \$160,000 (2022 CDBG) + \$9,327 (bucket reallocation) = **\$169,327 TOTAL**

Thank you for your continued collaboration with Tarrant County to serve our citizens. Please direct any regulatory concerns to Susan Au, SAu@TarrantCounty.com and any construction questions or concerns to Brad Hearne, BLHearne@TarrantCounty.com.

Sincerely,


James A. McClinton, Director

cc: Paul Hackleman

CDBG Tracts in Watauga, TX

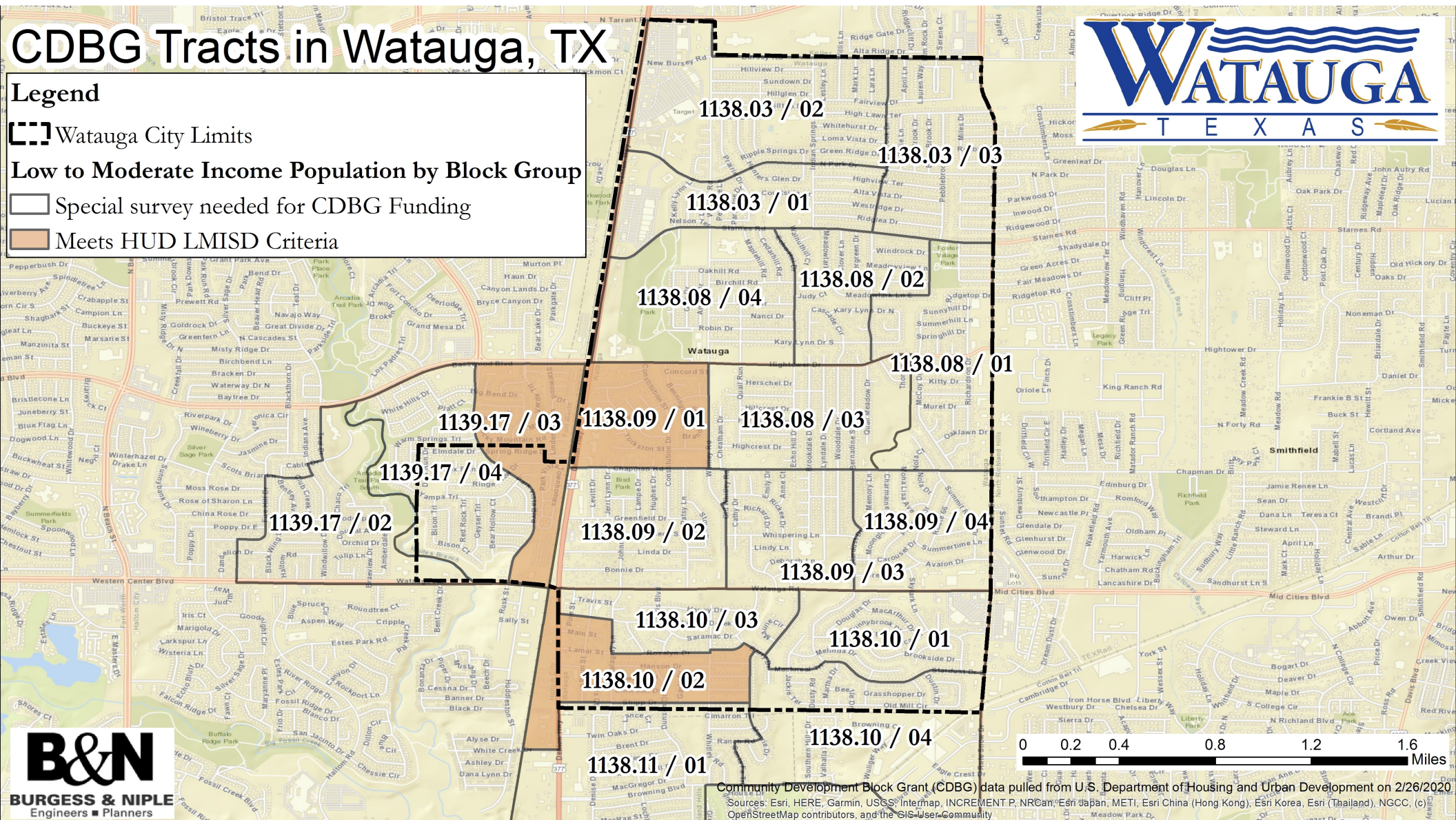
Legend

 Watauga City Limits

Low to Moderate Income Population by Block Group

 Special survey needed for CDBG Funding

 Meets HUD LMISD Criteria



Community Development Block Grant (CDBG) data pulled from U.S. Department of Housing and Urban Development on 2/26/2020.
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Atkins Bros. Equipment Co., Inc.
Midlothian, TX United States

Certificate Number:
2023-983169

Date Filed:
02/14/2023

Date Acknowledged:
2-14-2023

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Tarrant County Community Development Division

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

48th yr cdbg Watauga
Tarrant County 48th year CDBG Project (Watauga) Emerson Drive Water System Imprvts.

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Atkins, Michael	Midlothian, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is Jennifer Little, and my date of birth is 12/31/1979.

My address is 5030 Stone Lane Midlothian TX 76065 USA
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in ELLIS County, State of TEXAS, on the 14 day of February, 20 23.
(month) (year)

Jennifer Little
Signature of authorized agent of contracting business entity
(Declarant)